



Finnos Oy
Tukkikatu 5
53900 LAPPEENRANTA

Dear cooperation partner,

Finnos prefers electronic invoices as the primary method of invoicing. If your company can not send electronic invoices or send them in our billing email, please, use our invoice scanning service for paper invoices. We do not receive invoices in our visiting address.

Please notify, that you cannot send any other material than invoices and their attachments to our scanning service. Any other material (e.g. receipts, corporate gifts, credit cards, tickets) will not transmit through scanning service. When using our scanning service (by email or regular mail), please make sure that the address is correct in the invoice (and envelope). Otherwise transmitting to our system could delay for several days.

Our billing address is:

Finnos Oy, FI27561334

1) **Electronic invoices:** OVT: 003727561334

Operator code: Maventa (003721291126)

BIC: DABAFIHH

2) **Scanning service for emails:** There must be the following information in the invoice:

Finnos Oy 27561334

PL 100

80020 Kollektor Scan

Invoices must be attached to email in PDF-format (max. 5MB/file) to email:

27561334@scan.netvisor.fi

We prefer that the word 'invoice' or 'credit note' is included in the invoice. If the invoice includes attachments, they must be in the same file as the actual invoice. One email can not be bigger than 10 MB. You can send multiple invoices in the same email, but every file needs to be named differently. Permissible characters are 0-9, A-Z, a-z. PDF-version must be 1.3 or newer.

3) **Scanning service for paper invoices:** There must be the following information in the invoice and the envelope:

Finnos Oy 27561334

PL 100

80020 Kollektor Scan

We prefer that the word 'invoice' or 'credit note' is included in the invoice.

Best Regards,
Jere Heikkinen, CEO