



Dear sir/madam,

We have started to use electronic invoicing and prefer to receive all invoices in electronic form from now on. Below are instructions on how to do this.

If your company does not have the possibility to send invoices via email, you can send them to the scanner service address by post.

1. Sending invoices via email to scanner service.

We request that only invoices are sent to this address.

The invoices are sent as pdf-format attachment files in email and all the invoice attachments should be included in the same file.

Address for email invoice: **02053763@scan.netvisor.fi**

You can send several invoices in one email message as long as each invoice is in a separate attachment file. All files should have a different name.

- The maximum size of the email is 5Mb.
- The pdf files must be original pdf documents (pdf version 1.3 or newer)
- The files must not be locked or password protected.
- The outside dimension of the document must be 210x297mm at maximum.
- The attachment file names should not include any special characters.

2. Sending invoices via post to scanner service

The address information must be complete both in the invoice and in the envelope in order to ensure fast and reliable delivery to the receiver.

**Ekopatter Oy**  
**02053763**  
**PL 100**  
**80020 Kollektor Scan**  
**Finland**

- Send only invoices to the scanner postal address. Items sent to the postal address are read automatically to our accounts ledger and any other material (such as receipts, credit cards, tickets etc) won't be delivered through this address.
- Please use only black text on white background, this way the invoice information is clearly readable.
- Please do not use staples in invoices sent to the scanner service.