NODETEC Oy

INVOICING INSTRUCTIONS

Vanha Talvitie 11 A
00580 HELSINKI, FINLAND

Dear Partner,

We have transitioned to electronic invoicing and prefer to receive invoices primarily in electronic format. If your company is unable to send e-invoices or invoices by email, paper invoices can be sent to our scanning service address. Please note that we do not accept invoices at our visiting address.

1. E-invoices
NODETEC Oy, Business ID 2823812-5
E-invoicing address: 003728238125
Operator: Maventa (003721291126)
Intermediary ID when sending via the banking network: DABAFIHH*
*Please use this intermediary ID if your e-invoicing software cannot send invoices directly to Maventa's intermediary ID.

2. Invoices by email to the scanning service
Please use this email address for invoices only.
Invoices should be sent to the service as PDF attachments. Any attachments related to the invoice must be included in the same PDF file as the invoice itself.

Email address for invoices: 28238125@scan.netvisor.fi
- You can send multiple invoices in one email, provided that each invoice is included as a separate attachment. Each file must have a unique filename.
- The maximum size of one email is 5 MB.
- PDF files must be genuine PDF documents (PDF version 1.3 or later).
- PDF files must not be locked or password protected.
- The maximum document size is 210 × 297 mm.
- Filenames may only contain standard characters: a–z, A–Z and 0–9. Please do not use special characters or spaces in attachment filenames.

3. Paper invoices to the scanning service
The address details must be included in full on both the invoice and the envelope to ensure that the invoice can be forwarded quickly and reliably to the recipient.
NODETEC Oy
28238125
P.O. Box 100
FI-80020 Kollektor Scan
FINLAND
- Please send invoice-related material only to the scanning address. Mail sent to this address is automatically processed into our accounts payable system. Other materials, such as receipts, business gifts, credit cards or tickets, will not reach the recipient through this service.
- Please preferably use black text on a white background to ensure the best possible recognition of invoice information.
- Please do not use staples on invoices sent to the scanning service.