Finnforel Oy

Satakunnankatu 10
78300 VARKAUS

Dear Partner,

We use only electronic invoicing and we hope to receive your invoice in electronic form. If your Company does not have the possibility to deliver e-invoices you can send invoices to the scanning service address. We do not accept invoices to our visiting address.

1. **e-invoices**
   Finnforel Oy, 2694787-6
   > e-invoice address: 003726947876
   > Operator: Maventa (003721291126)
   > Broker ID when sending from the banking network: DABAFIHH*
   > *Please use this broker ID if you can not send invoices directly to our Maventa broker ID from the e-invoicing program you use*

2. **Sending invoices by e-mail to our scanning service**
   Please send invoices (only) to the service as PDF attachments in e-mail and the invoice attachments must be in the same file as the invoice itself.

   > Email invoice address: 26947876@scan.netvisor.fi

   - You can send multiple invoices in a single email, as long as each invoice is a separate attachment. All files must have a different name.
   - The maximum size of one email is 5Mb.
   - PDF-files must be genuine PDF-documents (pdf version 1.3 or later).
   - Files must not be locked or password protected.
   - The maximum external size of the document is 210 X 297 mm.
   - Allowed characters in the attachment name are common characters a-z, A-Z, 0-9. Do not use special characters to name attachments.

3. **Sending invoice by post to our scanning service**
   The address information must be complete on both the invoice and the envelope so that the invoice can be transmitted quickly and reliably to its recipient.

   > Finnforel Oy
   > 26947876
   > PL 100
   > 80020 Kollektor Scan

   - Please only send invoice material to the scan address. These mails are automatically read into our company ledger, and no other material (e.g., receipts, business gifts, credit cards, admission tickets) reaches its recipient through this.
   - Preferably use only black on the white background in the text: it gives the clearest result for the data indentification.
   - Please do not use staples on invoices sent to the scanning service.