

09.10.2024

NOTIFICATION OF CHANGED INVOICING ADDRESS

Our e-invoicing operator will change from **1 October 2024**. Our e-invoicing address will remain unchanged. Our e-invoice addresses from 1 October 2024 are:

Electronic invoice address	003722352920
Operator:	PostNord Strålfors Oy
Operator ID:	003701150617

The use of previous operator (Basware Oy) ends on 31 October 2024. After this date, invoices sent with old operator information will no longer be forwarded to us.

If your company does not have the possibility to send us e-invoices, you can send them as e-mail invoices to **fi-mailinvoice@postnordscanning.com** with the following billing address in the invoice pdf.

Billing address: Alumech Oy
PL 38813010
00019 SSC

Or as paper invoices to the address below.

Billing address: Alumech Oy
PL 38813010
00019 SSC

Please note the following prerequisites when sending invoices:

- The serial number must be spelled correctly in the invoice address field (PL)
- **NB! Billing address as whole needs to be present in paper and e-mail invoices. Invoices are delivered to scanning center via billing address and therefore it is important that address is correctly typed in the invoices first page.**
- Invoice size A5 or A4, paper 70–120 g/m²
- The invoice and related attachments must be mailed in the same envelope/PDF file
- The invoice must be of good print quality
- The pages of the paper invoice must not be joined together (staple, paper clip, etc.)
- In an email invoice, the invoice must be attached to the email in PDF format (v.1.3 or newer) and the invoice must start on page one
- Any text typed as an e-mail message will not be processed
- In an e-mail invoice, the PDF file must not be password protected
- The name of the PDF must not contain special characters and the file extension must be .pdf
- The maximum size of one e-mail invoice is 10 Mb

Please note that no other material than invoices is allowed to be sent to this address.