

14.06.2022

**OUR INVOICING DETAILS FROM 1.7.2022 ONWARDS**

In order to make our invoice processing more efficient, we request that you send your invoices primarily as electronic invoices from now on. From 1.7.2022 onwards our e-invoicing details are detailed below:

OVT code/e-invoice address: 003722352920  
E-invoice operator: Basware Oyj  
Operator code: BAWCFI22

If your company is unable to send us e-invoices, we can receive your invoices as paper invoices. In this case, from 1.7.2022 onwards our invoicing details are the following:

Alumech Oy  
##003722352920##  
PL 683  
00026 BASWARE

Invoices sent by email: [lemonsoft.ostolaskut@bscs.basware.com](mailto:lemonsoft.ostolaskut@bscs.basware.com)

- Invoices sent by email must include the following address:

Alumech Oy  
##003722352920##  
PL 683  
00026 BASWARE

- Please attach the invoice to an email as a PDF file, one invoice per PDF file. Files in formats other than PDF will not be processed. A single email message may include no more than 100 PDF invoice attachments.
- The email must be left blank, meaning that it should only contain the attachment(s).
- The PDF file must have a unique name using the following characters: [A-Z], [a-z], [0-9], [., [\_]. The name of the file must not contain Scandinavian characters (Å/Ä/Ö) or spaces.
- The size of the email must not exceed 5 Mb.
- Please note that an image in the automatic signature of the email may cause the system to reject the invoice.
- The invoices must be sent from an address that is able to receive potential error messages. When the invoice is accepted, you will receive a notification in English saying that the invoice has been received and it is being processed.

**Please note:** The contact information specified here is only applicable for invoices directed at us. Other mail should be sent to our regular mail address, as usual.

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**Invoicing instructions**

The invoice must include the information required by the Finnish Value Added Tax Act. Account numbers and terms of payment forwarding must be in the format required by SEPA. Unfortunately, we must reject invoices that do not include all required information.

You may request more information on sending invoices from our service provider:

UHY TietoAkseli  
[helpdesk@tietoakseli.fi](mailto:helpdesk@tietoakseli.fi)  
Tel. +358 10 3472 897

Best regards,

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