#### **BILLING INSTRUCTIONS**



Finnish Industry Investment Ltd Porkkalankatu 1 00180 HELSINKI

E-invoices are our primary method of receiving invoices. If your company is unable to send e-invoices, you can also send the invoice by email or by mail to our scanning service address. We do not accept paper invoices at our postal address.

# Billing addresses

### 1.1. E-invoices

Finnish Industry Investment Ltd

Business ID: 1007806-3

E-invoicing address: 003710078063

Operator: Apix Messaging Oy (003723327487)

## 1.2. Receiving invoices by e-mail

If it is not possible to deliver the invoice as an e-invoice, you can deliver the invoice as a PDF attachment by email.

The address for invoices delivered by email: <a href="mailto:003710078063@procountor.apix.fi">003710078063@procountor.apix.fi</a>. Please also add <a href="mailto:backoffice@tesi.fi">backoffice@tesi.fi</a> as carbon copy for the message recipient.

- o There can only be one invoice included in one email.
  - If the email contains several invoices, it will not be processed. The sender will receive an error message by email.
  - The PDF file must be unsecured. Files that are password protected or have other restrictions cannot be processed.
  - An email can also contain other attachments, either as a PDF file or in other file formats.
- It is recommended to write the word "invoice" and the attached invoice number in the subject line of the email for invoice allocation.
- PDF the maximum file size is 2 MB. Email the maximum size is 7 MB. If the size is exceeded, the invoice will not be processed, and the sender will receive an error message by email.
- After sending, the service will send either an acceptance or rejection notification by email to the sending address within 15 minutes of sending.

## 1.3. Receiving invoices by mail

If it is not possible to deliver the invoice as an e-invoice or as a PDF invoice by email, you can deliver the invoice by mail.

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This address is for paper invoices only, which are automatically read into our invoice ledger. All other material delivered by post must be delivered to our company's postal address.