

Tesi AIFM Oy
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

Tesi AIFM Oy
Business ID: 3566917-7
E-invoicing address: 003735669177
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: 003735669177@procountor.apix.fi. Please also add backoffice@tesi.fi as carbon copy for the message recipient.

- 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.

Tesi AIFM Oy
PL 16112
00021 LASKUTUS

- 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.