

Dear partner,

We handle our invoices electronically and receive e-invoices. Our e-invoicing service provider is Maventa.

Our invoicing address is changing 13-09-2023

**Our e-invoicing data is as follows:**

**Company information**

Name: Suomen Metsäsäätiö

VAT-number: 15171910

E-invoicing address: 003715171910

**Operator information**

Operator: Maventa

Operator Broker ID: 003721291126

Operator Broker ID in banking network: DABAFIHH

If you are not able to send invoices electronically, please send paper invoices to the following address:

Suomen Metsäsäätiö

15171910

PL 100

80020 Kollektor Scan

Please note the following:

The serial number in each invoice's address field, not only on the envelope.

Only black text.

Send only invoices with attachments to scanning.

Do not use staples.

You can also send PDF-invoices, following these instructions:

Invoices sent as e-mail attachments.

Only one invoice per file, which includes all the pages of the invoice.

You can send multiple invoices in one email. All files with an individual name.

One e-mail can be maximum 10Mb.

PDF-files need to be real PDF-documents, version 1.3 or newer.

PDF-files cannot be locked or password-protected.

The dimension of the document can be maximum 210 x 297 mm.

The name of the attachment can only include the regular marks: a-z, A-Z, 0-9.

PDF-invoices can be sent to the address: [invoice-15171910@kollektor.fi](mailto:invoice-15171910@kollektor.fi)

Best regards,

Suomen Metsäsäätiö