

Our billing address will change 1.12.2023

E-invoice

Please send your invoices to our company primarily as e-invoices.
Our new e-invoice address details are as follows:

Our company details		
Name	Business ID	E-invoice address
Lounavoima Oy	2875090-3	003728750903

Broker information	
Broker	Broker ID
Maventa	003721291126
Broker ID when sending from the banking network: DABAFIHH	

Invoice details: the required identifiers on the invoice are: invoice sender name, invoice date, invoice number, reference number, invoice amount, due date, seller's business ID, **and subscriber name**. Unfortunately, we cannot process incomplete invoices.

Scanning by e-mail

You can also send invoices in PDF format by e-mail to:

28750903@scan.netvisor.fi

- Invoices will be sent as attachments to the e-mail.
- You can send several invoices in one email, as long as each invoice is a separate attachment. All files must have a different name.
- Invoice attachments must be attached to the same pdf file as the invoice itself.
- The maximum size of a single email is 10 Mb.
- PDF files must be genuine PDF documents version 1.3 or higher.
- PDF files must not be locked or protected with password.
- The maximum document size is 210 x 297 mm.
- The characters allowed in the name of the attachment are standard characters, a-z, A-Z, 0-9. Please do not use special characters to name attachments.

Scanning by post

If you are unable to send invoices electronically or by e-mail, please send paper invoices to:

Lounavoima Oy
28750903
P.O. BOX 100
80020 Kollektor Scan

- The serial number 28750903 must be included in the address field of each invoice so that the invoice can be identified as belonging to the correct company. If the address is only on the envelope, the recipient can no longer be identified by the serial number after scanning.
- Preferably, use only black text on a white background; this gives the clearest result for the identification of the invoice data.
- Please send only invoice material to the scan address. These invoices are automatically counted in our company's accounting system, so please send communications, etc. to our company's business address.
- Please do not use staples on invoices sent to the scanning service.

Yours sincerely,
Lounavoima Oy