

Our invoicing address has changed

Dear Partner,

We have switched to electronic invoicing including purchase invoices and paper invoices to improving our efficiency. Our operator is Maventa.

Our e-invoicing information:

Our company's information		
Name	Business ID	E-invoicing address
Teräskonttori Oy	2210918-9	003722109189

Operator Information	
Operator	Operator Identifier
Maventa	003721291126
Our Mediator Code if sending from Bank Networks: DABAFIHH	

If you can't send e-invoices, we ask you to send paper invoices to:

Teräskonttori Oy
22109189
PL100
80020 Kollektor Scan, Finland

- The serial number must be on every invoice's address field, not only on the envelope.. Use only black color print.
- Send only invoices and related attachments to scanning. Don't use staples.

You can also send PDF-format invoices via email with following requirements.

- The invoice has to be sent as an attachment in the email
- One invoice per file including all pages and attachments
- Multiple invoice files can be sent in one email. All files must have separate names Total size of the email cannot exceed 10Mb
- The PDF-files must be authentic PDF-documents version 1.3 or higher
- PDF-files cannot be protected with a password or locked in any other way
- The size of the document may not be greater than 210 x 297 mm
- The file name is not allowed to contain other characters than a-z, A-Z, 0-9.

PDF-format invoices can be sent to: invoice-22109189@kollektor.fi.

Other contact information will be found in our web page teraskonttori.fi.

Best Regards, Teräskonttori Oy

Teräskonttori Oy	www.teraskonttori.fi info@teraskonttori.fi	Pankki / Bank: Aktia Pankki Oyj Aktia Bank Oyj	Y-tunnus / Business ID: 2210918-9
Muuntotie 3 01510 VANTAA, Finland	<u>Verkkokauppa:</u> www.netKonttori.fi tilaus@teraskonttori.fi	SWIFT / BIC: HELSFIHH	Registered Domicile Vantaa
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