



Heltti Oy Mannerheimintie 12 A, 4. krs
00100 Helsinki

Dear partner,

We have moved to electronic invoicing and hope to receive invoices primarily in electronic format.

If your company does not have the possibility to send invoices online or by email, you can send paper invoices to the scanning service address. **We do not accept invoices at our business address.**

1. E-invoices

Heltti Oy, 2544593-8

E-invoicing address: 003725445938

Operator: Maventa (003721291126)

Intermediary code when sending via the banking network: DABAFIHH

2. Receiving invoices by email to the scanning service

We hope that you will only send invoices to this address.

Invoices are sent to the service as PDF attachments and the attachments must be in the same file as the invoice itself.

E- mail address of the invoice: 25445938@scan.netvisor.fi

F- You can send several invoices in one email, as long as each invoice is a separate attachment. Each file must have a different name.

G- The maximum size of a single email is 5Mb.

H- PDF files must be genuine PDF documents (PDF version 1.3 or higher).

I- PDF files must not be locked or password protected.

J- The maximum external dimension of a document is 210 x 297 mm.

K- The characters allowed in the name of the annex are standard characters, a-z, A-Z, 0-9. Please do not use special characters to name annexes.

3. Receipt of invoices by post to the scanning service

Address details must be complete on both the invoice and the envelope so that the invoice can be forwarded quickly and reliably to its recipient.

Heltti Oy
25445938
PL 100
80020 Collector Scan

- Please only send invoices to the scanning address. All materials are automatically processed by our accounts payable system. Other materials (such as receipts, business gifts, credit cards, or entrance tickets) should not be sent to this address, as they will not reach their intended recipient.
- Preferably, use only black on a white background in the text: it gives the clearest result for identifying the data in the invoice.
- Please do not use staples on invoices sent to the scanning service.