

Invoicing instructions for our suppliers

Order number provided by the subscriber, is needed on the invoice in "our reference"- field.

The order number is followed by the order identifier, that is a code that contains letters.

For example "500058/MWE"

The invoice must also contain information about who pick-upped the goods.

Only one order number per invoice.

We hope to receive all invoices from you in electronic format.

1. E-invoices

ETH Group Oy, 2708813-7

E-invoice address: 003727088137

Operator: Maventa (003721291126)

Operator ID, when sending from bank network: DABAFIHH*

*In case your e-invoicing system cannot send invoices to Maventa-operator you can use this operator ID.

E-invoice address: FI6950230120042827

Operator: OP Eura (OKOYFIHH)

2. Reception of invoices via e-mail by the scanning service Please remember, this address is only for invoices.

Invoices must be sent as email attachments in PDF format. If the invoice contains attachment pages, they must be included in same file with the actual invoice.

The address for the e-mail invoices: 27088137@scan.netvisor.fi

•You can send multiple invoices in a single email as long each invoice with its attachment pages are in a separate PDF-file. Each file must have a different name.

•A single e-mail must not exceed 5MB.

•PDF files must be genuine PDF files (PDF version 1.3 or newer).

•PDF invoices must not be locked or encrypted with a password.

•Document size must not exceed 210 x 297 mm.

•Valid characters for the attachment name are common signs, a-z, A-Z, 0-9, please do not use special characters when you name the attachments.

For more information please contact:

Suvi Heinonen, 044 0848798, suvi.heinonen@eth.fi

In co-operation, ETH Group Oy www.eth.fi
