

Our invoicing address has changed

1.2.2018

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:
Hemiva Installation Oy	1656945-3	003716569453

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

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

Hemiva Installation Oy
16569453
PL 100
FI-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-16569453@kollektor.fi**

Mail address:

Hemiva Installation Oy
Lepistökatu 14
FI-30100 FORSSA
Finland