

Dear Supplier,

Important, please update your records:

November 19th, 2018 our invoicing address has changed. Please

Company		
Name	ID business	e-Invoice address
PixMill Group Oy	2158998-5	003721589985

Broker information	
The broker Options	Member ID
If your e-invoice broker is an operator eg Itella, Basware and so on, the broker ID is	003721291126
If your e-invoice broker is a bank eg Nordea, Osuuspankki and others, the broker ID is	DABAFIHH

NB! Please be careful with the operator ID to make the invoices arrive without any problems

The invoice will not be processed if the invoice lacks the following information:

- The commodity code according to the Combined Nomenclature (CN classification). The CN classification covers the first eight numbers of the Finnish Customs Tariff Nomenclature (TARIC).
- The pure net mass of the goods item in kilograms (kg). Net mass refers to the weight of the goods without wrapping or packaging material.

We can also include invoice image file as well as other attachments in PDF format with electronic invoices.

If you are unable to send e-invoices, please send the purchase invoices directly to the scanning service by paper or e-mail as described below.

CALENDAR ADAPTATION AND INSTRUCTIONS FOR PAPER SAVINGS

NB! The serial number is the business ID of the company to be invoiced without a dash.

PixMill Group Oy
21589985
PL100
80020 Collector Scan

Important remarks for sending paper invoices to the scanning service

- It is very important that only the invoice and associated attachments are included in the envelope. If there are other attachments included in the envelope, we will deliver them to the recipient by email or post and we will invoice the recipient according to the valid price list.
- Do not place any payment reminders or collection letters on the scanning service because they are not invoices. We will invoice the delivery to the recipient according to the valid price list.
- Serial number information must also be on the paper bill in the address field of the billing address below the company, not just in the shell. We will charge the serial number for the addition to the recipient according to the valid price list.
- A PDF invoice does not require a serial number in the address field because the receiving company is identified by an email address.

- Multi-page bills may not be split into multiple envelopes.
- Bills are printed with a high quality printer.
- The pages of the bill should not be combined in any way (by stapling, etc.).
- The invoice has the total amount.

E-MAIL EQUIPMENT RECEIVER AND INSTRUCTIONS

The e-mail recipient's address is the form below.

invoice-21589985@kollektor.fi

Important remarks to send e-mail invoices to the scanning service

- Invoices are sent as e-mail attachments in PDF format
- One invoice per file containing all pages and other attachments on the invoice
- One email can be up to 10Mb
- PDFs must be genuine PDF documents version 1.3 or later
- PDF files must not be locked or password-protected
- The maximum length of the document can be 210x297mm or A4
- The file name must not contain the usual alphabetical characters a-z, A-Z, 0-9