

8.9.2021



INVOICING INSTRUCTIONS

In order to make our invoice processing more efficient, we request that you send your invoices primarily as electronic invoices. Our e-invoicing details are detailed below:

OVT code/e-invoice address: 003726182973
E-invoice operator: Basware Oyj
Operator code: BAWCFI22

If your company is unable to send us e-invoices, we can receive your invoices as paper invoices. In this case, our invoicing address is the following:

Jospak Oy
##003726182973##
PL 683
00026 BASWARE

Invoices with above address may also be sent by email:

lemonsoft.ostolaskut@bscs.basware.com

- Please attach the invoice to an email as a PDF file, one invoice per PDF file. A single email message may include no more than 100 PDF invoice attachments.
- The email must be left blank, meaning that it should only contain the attachment(s). Please note that an image in the automatic signature of the email may cause the system to reject the invoice.
- The PDF file must have a unique name using the following characters: [A-Z], [a-z], [0-9], [], [_]. The name of the file must not spaces.
- The size of the email must not exceed 5 Mb.
- The invoices must be sent from an address that is able to receive potential error messages. When the invoice is accepted, you will receive a notification in English saying that the invoice has been received and it is being processed.

Please note: The contact information specified here is only applicable for invoices directed at us. Other mail should be sent to our regular mail address, as usual.

The invoice must include PO number or other invoicing reference given by the purchaser and the information required by the Finnish Value Added Tax Act. Account numbers and terms of payment transfer must be in the format required by SEPA. Unfortunately, we must reject invoices that do not include all required information.

You may request more information on sending invoices from our service provider:

TietoAkseli Oy
helpdesk@tietoakseli.fi / tel. +358 10 3472 897

VISIT:

JOSPAK OY
Aukeentie 8
FI-30100 FORSSA

INVOICING:

JOSPAK OY
##003726182973##
P.O.BOX 683
FI-00026 BASWARE

lemonsoft.ostolaskut@bscs.basware.com
VAT: FI26182973
JOSPAK.COM