



27.12.2022

Invoicing instructions

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:

Laskentapiste Balanssi Oy
heli.kankanen@laskentapiste.com
Tel. +358 3 4246 8120

VISIT US:

Jospak Oy
Kuulalaakerintie 6
FI-30420 Forssa
Mon-Fri 8:00-16:00

INVOICING:

Jospak Oy | VAT: FI26182973
##003726182973##
P.O.BOX 683
FI-00026 BASWARE
lemonsoft.ostolaskut@bscs.basware.com

CONTACT US:

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+358 20 7307860
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