

Students' Union of Tampere University of Applied
Sciences, Kuntokatu 3, L-building
FI-33520 Tampere, Finland

Recipient

<Recipient name>
<Postal address>
<Postal code> <City>
<Country>

Dear partner,

we have adopted electronic processing of invoices and hope to receive all invoices from you in electronic format. If your company is unable to submit e-invoices or send invoices to our email invoicing address, you can send paper invoices to the address of our invoice scanning service. We do not accept invoices sent to our office address.

1. E-invoices

Tampereen ammattikorkeakoulun opiskelijakunta, 2060685-1

E-invoice address: 003720606851

Operator: Maventa (003721291126)

Operator ID when sending from bank network: DABAFIHH*

**If your e-invoicing system cannot send invoices to the Maventa operator ID, you can use this operator ID.*

E-invoice address: FI3257300820280465

Operator: Tampereen Seudun Osuuspankki (OKOYFIHH)

2. Receiving invoices by email to the scanning service

Note that this address is only for invoices.

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

Email invoice address: 20606851@scan.netvisor.fi

- You can send multiple invoices in a single email as long as each invoice is in a separate PDF file. Each file must have a different name.
- A single email must not exceed 5 MB in size.
- PDF files must be genuine PDF files (PDF version 1.3 or newer).
- PDF files must not be locked or encrypted with a password.
- Document size must not exceed 210 x 297 mm.
- Allowed characters for the attachment name are common characters, a-z, A-Z, 0-9. Do not use special characters when you name the attachments.

3. Scanning service for paper invoices

Both the invoice and the envelope must contain complete scanning address information to ensure quick and reliable delivery.

Tampereen ammattikorkeakoulun opiskelijakunta
20606851
PL 100
80020 Kollektor Scan

- Do not send any other material except invoices to scan address. All material is automatically entered into our accounts payable system and other material (for example receipts, business gifts, credit cards or entrance tickets) does not reach their recipient through this address.
- To achieve the best outcome for automatically identified invoices please use only black text on white background.
- Do not use staples in the invoices sent to the scanning service.