

Invoicing instructions

Dear Partner,



We are using e-invoicing and prefer to receive all possible invoices via electric routes. Please add our contact person as reference to all invoices. This way we can process invoices without any delay or confusion. All other material (press releases, brochures etc.) should be sent to our post/visit address.

1. E-invoice

Company information		
Name:	VAT-reg:	E-invoice address:
HF-Autohuolto Oy	0920031-6	003709200316

Delivery information		
Moderator:	Moderator ID:	Moderator ID from bank system
Maventa	003721291126	DABAFIHH

2. PDF-invoice (scan)

You can also send invoices as pdf-files as advised below to address invoice-09200316@kollektor.fi

- Please send invoice as attachment
- You can send several invoices in same e-mail if each invoice is separate file. All attachments need to have different (unic) name.
- All invoice attachments need to be included to original invoice. (F.ex. 1 page invoice + 2 page attachments = 3 pages all in same pdf)
- Additional technical data will be provided after request

3. Paper invoice



We will no longer process any invoices sent to post/visiting address. Invoices will be returned back to sender. If you are not able to provide e-invoices, please send paper invoices to

HF-Autohuolto Oy 09200316
PL 100
80020 Kollektor Scan

- Serial number must be included in address field so it can be identified and assigned to our company. If serial number is only at envelope, no longer company can be recognized and invoice cannot be processed.
- Please use black text on white paper if possible. Result after scanning is optimal this way.
- Please send only invoice material to this address as mail is automatically processed and sent to our finance department.
- Please do not use staples with these invoices

If you need additional information, please do not hesitate to contact

HF-Autohuolto Oy

Leena Saloranta

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Thank you for your co-operation!