

**Suora Broadcast Oy
Business ID 2484230-9**

Electronic invoicing address: 003724842309
Operator: Maventa

Intermediator ID when sending through a banking network: DABAFIHH*

*Please use this intermediary ID if the electronic invoicing software you are currently using does not allow sending invoices directly to Maventa's intermediary ID.

2. Receiving invoices to the scan service by email We request that you only send invoices to this address. Invoices are sent to the service as email attachments in PDF format and the invoice's attachments must be in the same file together with the invoice.

Email invoice address:
24842309@scan.netvisor.fi

- You may send multiple invoices in one single email as long as each invoice is attached separately. All files must have a different name.
- The maximum size of one email is 5 MB.
- PDF files must be true PDF documents (PDF version 1.3 or newer). •PDF files must not be locked or password protected. •The maximum outside measurement of a document is 210 x 297 mm.
- The allowed characters in an attachment's name are regular characters, a-z, A-Z, 0-9. Please do not use special characters in the attachments' names.

3. Receiving invoices to the scan service by mail

Address information must be complete in both the invoice and the envelope so that the invoice can be relayed to its recipient in a fast and reliable manner.

Suora Broadcast Oy 24842309
PO box 100
80020 Kollektor Scan

- Please only send invoice material to the scan address. This mail will be included automatically in our company's personal ledger, and no other material (e.g. receipts, business gifts, credit cards and tickets) reaches its recipient through this address.
- Please make sure that all text is black on a white background: it gives the clearest result in recognizing the invoice's information.
- Please do not use staples in invoices sent to the scan service.