

OPTION 2. PDF INVOICES SUBMITTED BY EMAIL

INVOICING ADDRESS

To the email: invoice-09771346@kollektor.fi

1. Invoices are sent as email attachments
2. One invoice per file, which includes one invoice and all the attachments related to the relevant invoice.
3. Name the invoice file according to the invoice number and invoice date

Example: invoice number 55777 and invoice date 21/02/2023 = Invoice file's name: 5577721022023.pdf

4. If you send several invoices in the same email, please name each invoice separately.
5. One email can be no more than 10 megabytes (Mb)
6. The PDF files must be genuine PDF documents, version 1.3 or newer
7. The PDF files must not be locked or password protected
8. The maximum outer dimensions of the document are 210 x 279 mm
9. The name of the attachment may only contain letters and numbers, e.g., a-z, A-Z, 0-9

DETAILS TO BE INCLUDED ON THE INVOICE

1. Invoice number
2. Invoice date
3. Due date
4. Currency code
5. Account number
6. Purchasing company's name
7. Viitetiedot (löytyvät työmaan ilmoitusavaimesta)

Street address: Neljäs Linja 22
Client: Janne Paaso
Notice key / site number: 151886

Example's reference details:
Neljäs Linja 22 Janne Paaso 151886



Notice key = site number

Note! Only work related to one site number can be invoiced on the same invoice.

8. Reference number (bank reference)
9. Buyer's value-added tax ID (Business ID in the format FI09771346)
10. Tax base (per product row, e.g., 24%)
11. Invoice amount
12. If the ordered products have been collected, the invoice must include the name of the collecting party

If there are any shortcomings in the invoice, the invoice shall be returned to the sender.

We do not accept paper invoices.

Etelä-Suomen Julkisivupalvelu Oy

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