

DEAR SUPPLIER & COOPERATION PARTNER,

This letter is to inform that Elcoline Piping Oy will move on to electronic invoice processing from **1st of March 2020**.

Company information		
Name	VAT	Address
Elcoline Piping Oy	FI28937014 SE502081363901	Saukonpaadenranta 4 F, 00180 Helsinki

There will be four options for receiving purchase invoices. We kindly ask you to send invoices according to the following options:

1. Electronic invoicing

Electronic Data Interchange	003728937014
Electronic invoice operator	Pagero
Electronic invoice operator ID	003723609900

2. Paper invoicing

Please send invoices from **1st March 2020** to the address below. Please note that the address information below should appear as such on the invoice, because the information on the envelope is not sufficient.

Elcoline Piping Oy

OVT 003728937014

PL 908

02066 DOCUSCAN

3. Email invoicing

The recipient should be marked in the same way as for paper invoices.

Purchase invoices via email are always sent to: admicom@xbs-salo.com

When sending invoices by email, please note:

- Only invoices, not any other mail
- The invoice must be in PDF – format
- All invoice pages must be in one PDF file, so any attachments to the invoice will be scanned into the same PDF file as an extension of the invoice. Only one invoice can be included in one email.
- The PDF file must not be encrypted, or password protected

4. Directly to the Pagero Portal

[https://www.pagero.fi/project pages/admicom/](https://www.pagero.fi/project_pages/admicom/)

The supplier must click “FREE WEB PORTAL” - link on the site, where you can register and receive the ID to your email. After that, you can create an invoice by logging in to the portal and the invoice will move on as a regular e-invoice.

Any consolidated invoicing must be decommitted.

To ensure that your invoices are processed properly and promptly, we ask that you make any necessary changes to information regarding Elcoline Piping Oy. Only invoices submitted as described above will be processed. Please forward payment reminders, newsletters and other mail to our post mailing address.

Best Regards,

ELCOLINE PIPING OY

Mika Tapaninaho

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