

DEARSUPPLIER&COOPERATIONPARTNER,

**In order to verify proper handling of purchase invoices we will handle invoices only with payment term of 45 days net.**

We kindly ask you also to check your invoicing information because only invoices with following sending details will arrive.

Also notice that invoice should include information:

Name of the orderer and reference number which you should get directly with order.

Company information

Name: Elcoline Industrial Service Oy

VAT: FI18078164

Address: Leijukuja 6, 78210 Varkaus

There is two options for receiving purchase invoices. We kindly ask you to send invoices according to following options.

## 1 Electronic invoicing

Electronic data interchange: 003718078164

Electronic invoice operator: Pagero

Electronic invoice operator ID: 003723609900

## 2 Email Invoicing

Note that invoice has to have following information.

Elcoline Industrial Service Oy

OVT 003718078164

PL 908

02066 DOCUSCAN

Send invoices to following address [admicom@xbs-salo.com](mailto: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 PDFfile as an extension of the invoice. Only one invoice can be included in one email.

-The PDFfile must not been crypted, or password protected

We have noticed that there is remarkable delays on arriving paper post. Due that please send all other post also through email to address [toimisto@elcoline.fi](mailto:toimisto@elcoline.fi). More information: [toimisto@elcoline.fi](mailto:toimisto@elcoline.fi)

**Elcoline Industrial Service Oy**

Leijukuja 6, FI-78210 Varkaus

[www.elcoline.fi](http://www.elcoline.fi)

y-tunnus 1807816-4

EXAMPLE

(YOUR COMPANY INFORMATION)

**Invoicing address**

Elcoline Industrial Service Oy

OVT 003718078164

PL908

02066 DOCUSCAN

**Delivery Address:**

Elcoline Industrial Service Oy

Add the actual address where you have delivered item or services

**Orderer;** Make sure to add name of the person, who have ordered items or services

**Reference:** You get from orderer a reference number which have to be here. Also might include additional reference