



Quattro Folia Oy
Innopoli 3, Vaisalantie 6
02130 Espoo

Recipient

Dear Supplier,

We have adopted electronic processing of invoices and hope to receive all invoices from you in electronic format. If your company is unable to submit electronic invoices or send invoices to our e-mail invoicing address, you can send paper invoices to the address of our invoice scanning service. We do not accept invoices sent to our visiting address.

Please remember not to send any material other than invoices and their scannable attachments to the scanning service. No other material (such as receipts, business gifts, credit cards or tickets) will be forwarded from the scanning service. When sending invoices to the scanning service either by e-mail or post, you should make sure that the address of the scanning service has been precisely specified in the invoice (and in the envelope). Otherwise, there may be a delay of several days in delivering the invoice to our system.

Our invoicing addresses are:

Quattro Folia Oy, 2478531-6

1. Electronic invoices

Electronic invoice address:FI8612283000018505
Operator: Nordea (NDEAFIHH)
Material format: Finvoice

2. Reception of invoices via e-mail by the scanning service

The invoice must contain the following address data:

Quattro Folia Oy
Ostolaskut 17546H
PL 10
57090 VISMA SCAN

The invoices must be sent as e-mail attachments in PDF format (max. 5 MB per file) to the following address:

17546H@scan.netvisor.fi

If the invoice contains attachment pages, they must be included in the same file with the actual invoice.

3. Paper invoice scanning service

The invoice and the envelope must contain the following address data:

Quattro Folia Oy
Ostolaskut 17546H
PL 10
57090 VISMA SCAN