

Invoicing Instructions **ANFRA OY**

The purpose of these instructions is to ensure the smooth processing and payment of invoices for the delivery of goods and services.

If an invoice is not prepared in accordance with these guidelines, it will be returned to the Supplier for correction. The Supplier is not entitled to claim compensation for any delay in payment caused by such corrections.

1. Instructions for Suppliers

- The reference field of the invoice must contain the project number and any cost-code (littera) number provided by our contact person.
- If you are unsure of the correct reference, please contact us.

2. E-invoicing

- We primarily accept e-invoices:

E-invoice address: 003726792341

E-invoice operator: Apix Messaging Oy

Operator ID: 003723327487

Business ID (Y-tunnus): 2679234-1

3. Email Invoicing (PDF)

- PDF invoices can be sent to: ly26792341@skannaus.apix.fi

When sending invoices by email, the following points should be considered:

- When sending invoices by email, please note:
- No other recipients may be listed in the "To:" field. Cc and Bcc fields may be used in addition to the main recipient.
- The invoice must be attached as a single PDF file. Information in the email body will not be forwarded.
- Each email may contain only one PDF file and that file may contain only one invoice. Any additional attachments will be added to the invoice as appendices.

- The PDF must be unprotected (no passwords or restrictions).
- Maximum PDF size: 2 MB. Maximum total email size: 7 MB. Exceeding these limits will cause the invoice to be rejected and an error notice will be sent to the sender.
- Minimum PDF page size: 38 x 51 mm. Maximum size: A3 (29.7 x 42 cm).
- The PDF may contain no more than 600 pages.
- If the PDF contains multiple invoices, only the first will be processed.
- The sender's email address must be able to receive email as well.

4. Paper Invoices

Anfra Oy
P.O. Box (PL) 1000
00781 HELSINKI
FINLAND

ANFRA NORDIC AB

For ANFRA Nordic AB invoicing instructions, see the links:

In Finnish → [Anfra Nordic AB laskutusohje](#)

På svenska → [Se alla faktureringsanvisningarna via länken](#)

In English → [Invoicing info Anfra Nordic AB](#)