

SUPPLIER / PARTNER LETTER

Dear supplier,

From 26.2.2021 on we are Inission Lohja Oy (business is same, i.e. ID 1954467-3 and phone numbers, e-mails are changed).

Our preferred Online Invoicing information is:

E-invoice address: 003719544673
Broker ID: 003723327487
Broker: APIX Messaging Oy
Address: inission.lohja@apix.fi (only one PDF file per email)

Paper invoice address:

Inission Lohja Oy
PL 1000
00781 HELSINKI
FINLAND

Please follow separate instructions if you want use email sending possibility.

Our company can receive invoices through email. The invoices should be sent to: inission.lohja@apix.fi

When sending invoices using email the following things should be observed:

- The recipient (To:) address must not contain any other address. The use of CC: and BCC: addresses is allowed.
- The Subject: should contain the word "Invoice" and the invoice number. This is not mandatory but recommended.
- The actual invoice must be in the email as an attachment, and it must be a PDF-file. The email body text is not processed.
- The email must contain **only one** PDF-file, which has **only one** invoice. Other types of attachments are included to the invoice as attachments if the recipient has opted to have them. Sending of other documents along the invoice has to be agreed beforehand with the recipient.
- The sending email address must be able also to receive emails. After the sending the service will produce an automated reply email within 15 minutes.
- If the invoice was accepted and processed with problems the subject of the email is: "TOIMITETTU/DELIVERED:" and after that the original email subject
- If the invoice was NOT accepted the subject of the email is: "EI TOIMITETTU/NOT DELIVERED:" and after that the original email subject

The invoice should be sent in corrected form again.

If you do not receive the reply email within 15 minutes, please contact the Apix Messaging Oy's customer service

servicedesk@apix.fi

We are ready to assist you / future information is given at:**Inission Lohja Oy, EMS**

Annukka Haarala, Head of Purchase

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