

Our preferred invoice method is electronic invoicing. To help and speed up the invoice processing we hope you clearly mark down to the invoice the name of the orderer or contact person at Sofigate and note which Sofigate Group company you are invoicing.

## E-invoicing technical details

### Finland:

Name	Company information		Delivery information		
	Business ID	VAT	E-Invoice address	Operator	Operator (bank as e-invoicing operator)
Sofigate Group Oy	2446524-0	FI24465240	003724465240	Maventa	DABAFIHH
Sofigate Oy	1809103-5	FI18091035	003718091035	Maventa	DABAFIHH
Sofigate Services Oy	2181137-1	FI21811371	003721811371	Maventa	DABAFIHH
ICT Standard Forum Oy	2329886-6	FI23298866	003723298866	Maventa	DABAFIHH
Sofigate Solutions Oy	2780246-8	FI27802468	003727802468	Maventa	DABAFIHH

### Sweden:

Name	Company information		Delivery information	
	Business ID	VAT	GLN	Operator
Sofigate AB	556976-7261	SE556976726101	75255697672610101	InExchange
Daymark AB	556692-3180	SE556692318001	N/A	N/A
Daymark Norge AS	815 448 952	NO815448952MVA	N/A	N/A

The name of the orderer (Sofigate's employee) must be included in the customer's reference in all invoices.

**Please send PDF-invoices via e-mail** to the following electronic scan service addresses:

<b>Sofigate Oy:</b>	invoice-18091035@kollektor.fi
<b>Sofigate Group Oy:</b>	invoice-24465240@kollektor.fi
<b>Sofigate Services Oy:</b>	invoice-21811371@kollektor.fi
<b>ICT Standard Forum Oy:</b>	invoice-23298866@kollektor.fi
<b>Sofigate Solutions Oy</b>	invoice-27802468@kollektor.fi
<b>Sofigate AB:</b>	556976726101@autoinvoice.se
<b>Daymark AB:</b>	finance@daymark.se
<b>Daymark AS:</b>	finance@daymark.se

**When sending PDF-invoices we kindly ask you to consider the following:**

- PDF invoices are sent as email attachments
- Only one invoice per file. The file should include the invoice with all its pages and attachments
- Multiple invoice files can be sent in one email. All invoice files must be named separately
- One email can have maximum size of 10Mb
- The file names can only include regular characters: a – z, A – Z, 0 – 9
- PDF files must be real PDF documents (not scanned to PDF). PDF documents must be version 1.3 or newer
- PDF files cannot be locked, encrypted or password protected
- The external dimensions of the document can be max. 210 x 297 mm

**Please send printed invoices** to the following addresses:

**Sofigate Oy**

18091035  
PL 100  
80020 Kollektor Scan

**Sofigate Group Oy**

24465240  
PL 100  
80020 Kollektor Scan

**Sofigate Services Oy**

21811371  
PL 100  
80020 Kollektor Scan

**ICT Standard Forum Oy**

23298866  
PL 100  
Kollektor Scan

**Sofigate Solutions Oy**

27802468  
PL 100  
80020 Kollektor Scan

**Sofigate AB**

556976726101  
Box 4  
73721 FAGERSTA

**Daymark AB**

5566923180  
Box 19044  
104 32 Stockholm

**Daymark Norge AS**

C/o Aker Brygge Business Centre  
Postboks 1433, Vika  
0115 Oslo, Norway

Please use the addresses above only for invoices and their relating material and send all other mail to our office addresses in Espoo, Tampere, Oulu and Stockholm.

For more information about invoicing, please contact us by e-mail ([finance@sofigate.com](mailto:finance@sofigate.com)) or phone +358 46 870 1255. If you are unsure which company to invoice, please contact us.

**Sofigate Group Oy, Sofigate Oy, Sofigate Services Oy, ICT Standard Forum Oy, Sofigate Solutions Oy, Sofigate AB, Sofigate Daymark AB, Sofigate Norge AS**