

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	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
Sofigate Business Technologies Oy	1969472-7	FI19694727	003719694727	Maventa	DABAFIHH
Business Technology Forum Oy	2329886-6	FI23298866	003723298866	Maventa	DABAFIHH

Sweden					
Name	Business ID	VAT	GLN	Operator	Operator (Bank as e-invoicing operator)
Sofigate AB	556976-7261	SE556976726101	75255697672610101	InExchange	N/A
Sofigate Sweden AB	556758-0724	SE556758072401	N/A	N/A	N/A

Denmark/UK/Norway					
Name	Business ID	VAT	E-Invoice Address	Operator	Operator (Bank as e-invoicing operator)
Sofigate ApS	36076011	DK36076011	N/A	N/A	N/A
Sofigate Ltd	02926318	GB638768483	N/A	N/A	N/A
Sofigate AS	815 448 952	NO815448952MVA	N/A	N/A	N/A

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

## PDF-INVOICES VIA EMAIL

### Electronic scan service addresses:

<b>Sofigate Oy:</b>	invoice-18091035@kolektor.fi
<b>Sofigate Group Oy:</b>	invoice-24465240@kolektor.fi
<b>Sofigate Services Oy:</b>	invoice-21811371@kolektor.fi
<b>Sofigate Business Technologies Oy</b>	invoice-19694727@kolektor.fi
<b>Business Technology Forum Oy:</b>	invoice-23298866@kolektor.fi
<b>Sofigate AB:</b>	556976726101@autoinvoice.se

<b>Sofigate Sweden AB</b>	finance.se@sofigate.com
<b>Sofigate ApS</b>	finance.dk@sofigate.com
<b>Sofigate Ltd</b>	finance.uk@sofigate.com

### When sending PDF-invoices to electronic scan service 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
- Please note, the whole address including the scanID has to be on the invoice, not just on the envelope
- 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

## PRINTED INVOICES

### **Sofigate Oy**

18091035  
PL 100  
80020 Kollektor Scan  
FINLAND

### **Business Technology Forum Oy**

23298866  
PL 100  
80020 Kollektor Scan  
FINLAND

### **Sofigate AB**

556976726101  
Box 4  
73721 FAGERSTA  
SWEDEN

### **Sofigate ApS**

UMA Workspace  
Vestergade 29-31  
1456 Copenhagen  
DENMARK

### **Sofigate Group Oy**

24465240  
PL 100  
80020 Kollektor Scan  
FINLAND

### **Sofigate Business Technologies Oy**

19694727  
PL 100  
80020 Kollektor Scan  
FINLAND

### **Sofigate Sweden AB**

Drottningtorget 5  
411 03 Göteborg  
SWEDEN

### **Sofigate Ltd**

Capital Tower  
91 Waterloo Road  
London SE1 8RT  
UNITED KINGDOM

### **Sofigate Services Oy**

21811371  
PL 100  
80020 Kollektor Scan  
FINLAND

### **Sofigate 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.  
For more information about invoicing, please contact us by e-mail.

## OFFICE ADDRESSES

### **Finland**

#### **Espoo**

Technopolis Innopoli 1  
Tekniikantie 12  
02150 Espoo  
finance@sofigate.com

#### **Espoo**

Technopolis Innopoli 3  
Vaisalantie 2  
02130 Espoo  
finance@sofigate.com

#### **Tampere**

Technopolis Yliopistonrinne  
Kalevantie 2  
33100 Tampere  
finance@sofigate.com

#### **Oulu**

Technopolis Ydinkeskusta  
Sepänkatu 20  
90100 Oulu  
finance@sofigate.com

### **Sweden**

#### **Stockholm**

Centralplan 15  
111 20 Stockholm  
info@sofigate.com  
info@3gamma.com  
info@daymark.com

#### **Göteborg**

Nils Ericsonsplatsen 7  
Drottningtorget 5  
411 03 Göteborg  
info@3gamma.com

#### **Malmö**

Stora Nygatan 31  
211 37 Malmö  
info@3gamma.com

### **Denmark**

#### **Copenhagen**

UMA Workspace  
Vestergade 29-31  
1456 Copenhagen  
DENMARK  
finance.dk@sofigate.com

### **United Kingdom**

#### **London**

91 Waterloo Road  
London SE1 8RT  
UNITED KINGDOM  
finance.uk@sofigate.com

More contact information: [www.sofigate.com](http://www.sofigate.com)