

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
Sofigate Group Oy	2446524-0	FI24465240	003724465240	Pagero
Sofigate Oy	1809103-5	FI18091035	003718091035	Pagero
Sofigate Services Oy	2181137-1	FI21811371	003721811371	Pagero
Sofigate Business Technologies Oy	1969472-7	FI19694727	003719694727	Pagero
Business Technology Forum Oy	2329886-6	FI23298866	003723298866	Pagero

Sweden				
Name	Business ID	VAT	GLN	Operator
Sofigate AB	556976-7261	SE556976726101	75255697672610101	InExchange
Sofigate Sweden AB	556758-0724	SE556758072401	N/A	N/A

Denmark				
Name	Business ID	VAT	E-Invoice Address	Operator
Sofigate ApS	36076011	DK36076011	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:

**Sofigate Oy:** SofigateOy-invoices@mail.palleteoy.readsoftonline.com  
**Sofigate Group Oy:** SofigateGroupOy-invoices@mail.palleteoy.readsoftonline.com  
**Sofigate Services Oy:** SofigateServicesOy-invoices@mail.palleteoy.readsoftonline.com  
**Sofigate Business Technologies Oy:** SofigateBusinessTechnologiesOy-invoices@mail.palleteoy.readsoftonline.com  
**Business Technology Forum Oy:** BusinessTechnologyForumOy-invoices@mail.palleteoy.readsoftonline.com

**Sofigate AB:** SofigateAB-Inv@mail.palleteoy.readsoftonline.com  
**Sofigate Sweden AB:** SofigateSwe-Inv@mail.palleteoy.readsoftonline.com  
**Sofigate ApS:** SofigateAps-Inv@mail.palleteoy.readsoftonline.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

## OFFICE ADDRESSES

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