

## INVOICING INFORMATION

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

| Country | Company                      | Business ID   | VAT            | E-invoice address                 | Operator |
|---------|------------------------------|---------------|----------------|-----------------------------------|----------|
| Finland | Sofigate Group Oy            | 2446524-0     | FI24465240     | 003724465240                      | Pagero   |
| Finland | Sofigate Oy                  | 1969472-7     | FI19694727     | 003719694727                      | Pagero   |
| Finland | Business Technology Forum Oy | 2329886-6     | FI23298866     | 003723298866                      | Pagero   |
| Sweden  | Sofigate Sweden AB           | 556758-0724   | SE556758072401 | Peppol:<br><b>0007:5567580724</b> |          |
| Denmark | Sofigate ApS                 | 36076011      | DK36076011     | Peppol:<br><b>9902:36076011</b>   |          |
| Norway  | Sofigate Norway AS           | 931955527     | NO931955527MVA | Peppol:<br>0192:931955527         |          |
| Hungary | Sofigate CEE Zrt.            | 27880159-2-43 | HU27880159     | Peppol:<br>9910:HU27880159        |          |
| Poland  | Sofigate SP. z.o.o.          | 0001023107    | PL5252946825   | Peppol:<br>9945:pl5252946825      |          |

### PDF-INVOICES VIA EMAIL

| Country | Company                      | Electronic scan service address                                                                                                                                |
|---------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Finland | Sofigate Group Oy            | <a href="mailto:SofigateGroupOy-invoices@mail.palleteoy.readsoftonline.com">SofigateGroupOy-invoices@mail.palleteoy.readsoftonline.com</a>                     |
| Finland | Sofigate Oy                  | <a href="mailto:SofigateOy-invoices@mail.palleteoy.readsoftonline.com">SofigateOy-invoices@mail.palleteoy.readsoftonline.com</a>                               |
| Finland | Business Technology Forum Oy | <a href="mailto:BusinessTechnologyForumOy-invoices@mail.palleteoy.readsoftonline.com">BusinessTechnologyForumOy-invoices@mail.palleteoy.readsoftonline.com</a> |
| Sweden  | Sofigate Sweden AB           | <a href="mailto:SofigateSwe-Inv@mail.palleteoy.readsoftonline.com">SofigateSwe-Inv@mail.palleteoy.readsoftonline.com</a>                                       |
| Denmark | Sofigate ApS                 | <a href="mailto:SofigateAps-Inv@mail.palleteoy.readsoftonline.com">SofigateAps-Inv@mail.palleteoy.readsoftonline.com</a>                                       |
| Norway  | Sofigate Norway AS           | <a href="mailto:SofigateNorwayAS-invoices@mail.palleteoy.readsoftonline.com">SofigateNorwayAS-invoices@mail.palleteoy.readsoftonline.com</a>                   |
| Hungary | Sofigate CEE Zrt.            | <a href="mailto:SofigateCEE@mail.palleteoy.readsoftonline.com">SofigateCEE@mail.palleteoy.readsoftonline.com</a>                                               |
| Poland  | Sofigate SP. z.o.o.          | <a href="mailto:SofigatePL-Invoices@mail.palleteoy.readsoftonline.com">SofigatePL-Invoices@mail.palleteoy.readsoftonline.com</a>                               |

**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

One email can have maximum size of 10Mb

PDF files cannot be locked, encrypted or password protected

## OFFICE ADDRESSES

### Finland

#### Helsinki

Porkkalankatu 1

00180 Helsinki  
finance@sofigate.com

#### Tampere

Technopolis  
Yliopistonrinne  
Kalevantie 2  
33100 Tampere  
finance@sofigate.com

#### Oulu

Technopolis  
Ydinkeskusta  
Voudintie 3  
90400 Oulu  
finance@sofigate.com

### Sweden

#### Stockholm

Postal address:  
Norra Stationsgatan 93C  
113 64 Stockholm  
finance.se@sofigate.com

#### Malmö

Stora Nygatan 31  
211 37 Malmö  
finance.se@sofigate.com

Visitor address:  
Norra Stationsgatan 93A  
113 64 Stockholm

### Denmark

#### Copenhagen

Sofigate ApS  
Dampfærgevej 9  
DK- 2100 København  
finance.dk@sofigate.com

### Norway

#### Oslo

Sofigate Norway AS, c/o  
Regus Business Centre  
Lysaker Torg 5  
1366 Lysaker  
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### Hungary

#### Budapest

Sofigate CEE Zrt.  
Október huszonharmadika  
utca 8-10  
1117 Budapest  
finance@sofigate.com

### Poland

#### Warsaw

Sofigate SP. z.o.o.  
ul. Bielańska 12  
00-085 Warszawa  
finance@sofigate.com

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