

INVOICING & PAYMENTS

Invoicing Information

Our preferred invoice method is **electronic invoicing**. To speed up processing, please clearly mark 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: 0007:5567580724	—
Denmark	Sofigate ApS	36076011	DK36076011	Peppol: 9902:36076011	—
Norway	Sofigate Norway AS	931955527	N0931955527MVA	Peppol: 0192:931955527	—
Hungary	Sofigate CEE Zrt.	27880159-2-43	HU27880159	Peppol: 9910:HU27880159	—
Poland	Sofigate SP. z.o.o.	0001023107	PL5252946825	Peppol: 9945:p15252946825	—

PDF INVOICES VIA EMAIL

COUNTRY	COMPANY	ELECTRONIC SCAN SERVICE ADDRESS
Finland	Sofigate Group Oy	SofigateGroupOy-invoices@mail.paletteoy.readsoftonline.com
Finland	Sofigate Oy	SofigateOy-invoices@mail.paletteoy.readsoftonline.com
Finland	Business Technology Forum Oy	BusinessTechnologyForumOy-invoices@mail.paletteoy.readsoftonline.com
Sweden	Sofigate Sweden AB	SofigateSwe-Inv@mail.paletteoy.readsoftonline.com
Denmark	Sofigate ApS	SofigateAps-Inv@mail.paletteoy.readsoftonline.com
Norway	Sofigate Norway AS	SofigateNorwayAS-invoices@mail.paletteoy.readsoftonline.com
Hungary	Sofigate CEE Zrt.	SofigateCEE@mail.paletteoy.readsoftonline.com
Poland	Sofigate SP. z.o.o.	SofigatePL-Invoices@mail.paletteoy.readsoftonline.com

When sending PDF invoices, please note:

- ✓ PDF invoices are sent as email attachments.
- ✓ One invoice per file — include all pages and attachments.
- ✓ Maximum email size is 10 MB.
- ✓ PDF files cannot be locked, encrypted or password-protected.

WHERE TO FIND US

Office Addresses

Eight offices across Northern & Central Europe.

<p>FINLAND</p> <p>Helsinki</p> <p>Porkkalankatu 1 00180 Helsinki</p> <p>finance@sofigate.com</p>	<p>FINLAND</p> <p>Tampere</p> <p>Technopolis Yliopistonrinne Kalevantie 2 33100 Tampere</p> <p>finance@sofigate.com</p>	<p>FINLAND</p> <p>Oulu</p> <p>Technopolis Ydinkeskusta Voudintie 3 90400 Oulu</p> <p>finance@sofigate.com</p>
<p>SWEDEN</p> <p>Stockholm</p> <p>Norra Stationsgatan 93C 113 64 Stockholm (Visitor: 93A)</p> <p>finance.se@sofigate.com</p>	<p>SWEDEN</p> <p>Malmö</p> <p>Stora Nygatan 31 211 37 Malmö</p> <p>finance.se@sofigate.com</p>	<p>DENMARK</p> <p>Copenhagen</p> <p>Sofigate ApS Dampfærgevej 9 DK-2100 Copenhagen</p> <p>finance.dk@sofigate.com</p>
<p>NORWAY</p> <p>Oslo</p> <p>c/o Regus Business Centre Lysaker Torg 5 1366 Lysaker</p> <p>finance@sofigate.com</p>	<p>HUNGARY</p> <p>Budapest</p> <p>Sofigate CEE Zrt. Október huszonharmadika u. 8-10 1117 Budapest</p> <p>finance@sofigate.com</p>	<p>POLAND</p> <p>Warsaw</p> <p>Sofigate SP. z.o.o. Plac Trzech Krzyży 10/14 00-499 Warszawa</p> <p>finance@sofigate.com</p>

More contact information at www.sofigate.com