

Rokote Laboratories Finland Oy
Microkatu 1 L
70210 Kuopio

Recipient

<Recipient name>
<Street address>
<Zip code> <City/Town>
<Country>

Dear partner,

We are using electronic invoicing and wish to receive invoices preferably in electronic format. In case your company has no opportunity to send electronic invoices or send invoices by e-mail, you can send paper invoices to our scanning service. We cannot receive invoices to our visiting and/or mailing addresses.

1. Sending e-invoices

ROKOTE LABORATORIES FINLAND OY, 3155372-4

E-invoicing address: 003731553724

Operator: Maventa (003721291126)

Intermediary ID when sending invoices from your bank's network: DABAFIHH*

**Please use this intermediary ID only in case you cannot send invoices from your e-invoicing program directly to Maventa's intermediary ID*

2. Sending invoices by e-mail

Please use this e-mail address only for sending invoices.

Please send the invoices as attachments to the e-mail in PDF format. Please include the invoice and its enclosures in the same PDF file.

E-mail address to invoices: 31553724@scan.netvisor.fi

- You can send several invoices in one e-mail, as long as each invoice is attached separately. Each file should have a unique name.
- Max size for each e-mail is 5Mb.
- PDF files should be true PDF documents (PDF version 1.3 or newer).
- PDF files should not be locked or password protected.
- Max size for each document is 210 x 297 mm.
- Please use regular letters and numbers a-z, A-Z, 0-9 for naming the attachments. Please do not use special characters.

3. Sending invoices by land mail

Please ensure the address is complete on both the invoice as well as on the envelope to enable quick and reliable delivery to the recipient.

ROKOTE LABORATORIES FINLAND OY
31553724
P.O.Box 100
80020 Kollektor Scan

- Please use this address only for sending invoices. Any mails sent to this address are being automatically transferred to our accounts ledger, and any other documents (such as receipts) sent to this address will not be directed to the recipient.
- Please use black and white printing to ensure good quality scans.
- Please avoid using staples.