

Dear partner,

Our e-invoicing address and address for receiving paper invoices will change. In the future, we will receive your e-invoice to the following address: 003710291948, **operator ID 003701150617 (PostNord Strålfors Oy).**

If your company does not have the possibility to send us e-invoices, you can send them as e-mail invoices to fi-mailinvoice@postnordscanning.com with the following billing address in the invoice pdf.

Billing address: NTcab Oy
 PL 38811188
 00019 SSC

Or as paper invoices to the address below.

Billing address: NTcab Oy
 PL 38811188
 00019 SSC

Please note the following prerequisites when sending invoices:

- The serial number must be spelled correctly in the invoice address field (PL)
- NB! Billing address as whole needs to be present in paper and e-mail invoices
- Invoice size A5 or A4, paper 70–120 g/m²
- The invoice and related attachments must be mailed in the same envelope/PDF file
- The invoice must be of good print quality
- The pages of the paper invoice must not be joined together (staple, paper clip, etc.)
- In an email invoice, the invoice must be attached to the email in PDF format (v.1.3 or newer) and the invoice must start on page one

- Any text typed as an e-mail message will not be processed
- In an e-mail invoice, the PDF file must not be password protected
- The name of the PDF must not contain special characters and the file extension must be .pdf
- The maximum size of one e-mail invoice is 10 Mb

NB! We do not receive paper invoices to previous billing address after 31.10.2024.

Invoices are delivered to scanning center via billing address and therefore it is important that address is correctly typed in the invoices first page.

If you need any help with invoicing, feel free to contact our CFO.

Best regards,

NTcab Oy

