

March, 2019

## OUR NEW INVOICING ADDRESSES

To Whom It May Concern:

The Motiva Group has engaged a new e-invoice operator, **Apix Messaging Oy**, for receiving purchase invoices automatically.

We prefer to receive **e-invoices** addressed to:

- Motiva Oy
- Motiva Services Oy and
- Ympäristömerkintä Suomi Oy (Nordic and EU Ecolabel)

in the standard Finnish e-invoice (Finvoice) format at the addresses listed below. We also accept invoice attachments as PDF files. Our old e-invoice addresses will be deactivated on April 15<sup>th</sup>, 2019.

### E-INVOICE ADDRESS

	Motiva Oy	Motiva Services Oy	Ympäristömerkintä Suomi Oy
VAT Id	FI16292554 (Finnish Id: 1629255-4)	FI22407207 (Finnish Id 2240720-7)	FI29011395 (Finnish Id: 2901139-5)
E-invoice Address / OVT Id	003716292554	003722407207	003729011395
Operator Id for Apix Messaging Oy	003723327487 (OR: 00372332748700001)		

**We also accept paper and e-mail invoices and attachments**, but even they are scanned and delivered via Apix Messaging Oy. We will only process them when you send them **to our new address in the format and with the content specified in the table on the next page**, where you will also find more detailed instructions on how to send paper and e-mail invoices to us.

Please note that **both your VAT Id (if applicable) and the VAT Id for the Motiva Group company** being invoiced should be present in the respective fields of your invoice.

Equivalent Finnish Id's are recommended to be included as well, especially if you are using e-invoice services provided by Finnish banks. Please visit the Apix Messaging Oy website for further information on e-invoice / OVT addresses and operator Id's at: <https://apix.fi/en/index.html#work>

Please do not hesitate to contact Apix Messaging Oy for any technical questions related to invoicing at +358 - 9 - 4289 1324, [servicedesk@apix.fi](mailto:servicedesk@apix.fi)

For other questions, please contact your contact person at the Motiva Group

Please note, that **only invoices** and their attachments **are allowed at the invoicing addresses** in the table on the next page. Other paper correspondence must be sent to the regular addresses below.

Motiva Oy and Motiva Services Oy

PL 489

00101 Helsinki

Ympäristömerkintä Suomi Oy

Urho Kekkosen katu 4-6 E, 6. krs

00100 Helsinki

## E-MAIL AND PAPER INVOICES

Please use our new invoicing addresses for sending e-mail and paper invoices and attachments:

	Motiva Oy	Motiva Services Oy	Ympäristömerkintä Suomi Oy
<b>INVOICING ADDRESS</b>			
<b>For paper and email invoices</b>	Motiva Oy @A24075.etag.fi@ PL 1000 00781 HELSINKI FINLAND	Motiva Services Oy @A24113.etag.fi@ PL 1000 00781 HELSINKI FINLAND	Ympäristömerkintä Suomi Oy @A26421.etag.fi@ PL 1000 00781 HELSINKI FINLAND
<b>E-MAIL ADDRESS for e-mail invoices</b>	ostolaskut.motiva@apix.fi	ostolaskut.motivaservices@apix.fi	ostolaskut.ymparistomerkinta@apix.fi

Both e-mail and paper invoices must have the complete invoicing address specified above in their address field. Especially the @ signs and etag code within them are required for electronic reading and scanning purposes.

Invoices received at the above addresses are scanned electronically and loaded into our system. We do not process invoices received at other e-mail or mail addresses.

Furthermore, please observe the following details related to sending e-mail invoices:

- **No other recipients are allowed in the (To: ) field** of the e-mail message. Use of Copy (cc:) and Blind carbon copy (Bcc:) fields is allowed for other e-mail addresses.
- The **message title** should contain the word '**lasku**' (or 'invoice') and the invoice No. of the attached invoice for easier matching of the confirmation message from the service.
- The **invoice** should be sent as a **PDF attachment** of the e-mail message. No information within the text part of the message is transferred.
- Only **one PDF** file with only **one invoice** is allowed in the e-mail message. Any other files attached to the message will be added to the invoice as attachments. Sending files in other formats should be agreed with the recipient.
- When adding attachments to the invoice, please note:
  - The invoice **PDF file name** must contain the word '**lasku**' (or 'invoice')
  - the **PDF attachment file names** must contain the word '**liite**' or '**attachment**'.
- The e-mail address used for sending the invoice must also be an active address for receiving e-mails.

After the message has been sent, the service will reply with a confirmation message within 15 minutes with a message indicating either acceptance or rejection of the invoice.

- If the invoice was processed successfully, the title of the e-mail is:
  - " TOIMITETTU/DELIVERED: " followed by the title of the original e-mail.
- If the invoice was not processed successfully, the title of the e-mail is:
  - "EI TOIMITETTU/NOT DELIVERED: " followed by the title of the original e-mail
  - In this case, the invoice has not been successfully received, and it should be corrected and re-sent.

If no confirmation message is received within 15 minutes, please contact the Apix Messaging Oy customer support at: [servicedesk@apix.fi](mailto:servicedesk@apix.fi)