November 2026

INVOICING MOTIVA OY FROM NOVEMBER 2026

The Motiva Group was dissolved as of 1 November 2026 when its subsidiary Motiva Services Oy merged into the parent company. Motiva Oy had already previously divested its entire ownership of its other subsidiary, Ympäristömerkintä Suomi Oy.

Motiva Oy no longer receives or processes invoices addressed to either of the above-mentioned companies.

Apix Messaging Oy will continue as our e-invoice operator for the time being.

Please send invoices addressed to Motiva Oy as **e-invoices** to the address shown below. We also accept e-invoice attachments in PDF format.

OUR E-INVOICE ADDRESS:

	Motiva Oy
Company ID	**1629255-4**
E-invoice address / OVT ID	**003716292554**
Operator ID: Apix Messaging Oy	**003723327487 (OR: 0037233274870001)**

Apix Messaging Oy also forwards **e-mail and paper invoices and their attachments** to us in scanned form. Their invoicing addresses are shown in the table on the next page. We do not process purchase invoices received through any other channel. Further detailed instructions for sending e-mail and paper invoices are provided on the reverse side.

Please note that, regardless of the delivery method, invoices addressed to us must always include both your company ID and Motiva Oy's company ID.

This is particularly important when using e-invoicing services provided by banks. In such cases, please also verify the e-invoice address and operator ID here: http://www.apix.fi/ohje.html.

If you have technical questions about sending invoices, please contact our e-invoice operator: Apix Messaging Oy, +358 20 786 8261, servicedesk@apixmessaging.com.

For other questions, please contact your contact person at Motiva Oy.

Please note that only invoices and their attachments may be sent to the invoicing addresses shown in the table on the next page. Other paper correspondence addressed to us must still be sent to the postal address shown below.

Motiva Oy

Silasaarenkatu 8-10, 4th floor

FI-00530 Helsinki, Finland

November 2026

INVOICING BY E-MAIL AND ON PAPER

Our invoicing addresses for e-mail and paper invoices are shown below:

Motiva Oy	
INVOICING ADDRESS:	
Paper and e-mail invoices	**Motiva Oy** **@A24075.etag.fi@** **PO Box 1000** **FI-00781 HELSINKI, FINLAND**
E-MAIL	ostolaskut.motiva@apix.fi

Both paper and e-mail invoices must include the complete invoicing address shown in the table. In particular, the @ signs and the etag code between them must be visible in the address field.

We do not process invoices sent to other e-mail addresses.

When sending invoices by e-mail, please also observe the following:

- No other addresses may be included in the recipient field (To:). The carbon copy (Cc:) and blind carbon copy (Bcc:) fields may be used for additional recipients.
- The message subject should include the word invoice and the number of the attached invoice so that the confirmation message from the service can be matched more easily.
- The invoice itself must be attached to the e-mail as a PDF file. Information included in the message body is not forwarded.
- Each e-mail may contain only one PDF invoice file with only one invoice. Any other files attached to the message will be added to the invoice as attachments. Sending files in other formats must be agreed separately with the recipient.
- Invoice and attachment files must be named as follows:
  - The invoice file name must contain the word invoice (or lasku).
  - The file names of PDF invoice attachments must contain the word attachment (or liite).
- The e-mail address used to send the invoice must also be an active address that can receive e-mail.

After the message has been sent, the service will send either an acceptance or rejection notice to the sender's address by e-mail within 15 minutes.

If the invoice was processed successfully, the e-mail subject is:

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

If no notice is received within 15 minutes, please contact Apix Messaging Oy customer support at servicedesk@apix.fi.