

**NOTICE OF INVOICING ADDRESSES**

19.9.2024

Dear Partner,

**OSAO Edu Oy, business ID 2796943-6/VAT FI27969436**, primarily accepts **e-invoices**. Processing e-invoices is faster, cheaper and more environmentally friendly for both the sender and the recipient than the processing of paper invoices.

**E-invoice information:****OSAO Edu Oy:**

E-invoice address / EDI ID: 003727969436

Operator: Maventa Oy

Broker ID: 003721291126 (If your e-invoicing provider is an operator e.g. Itella or Basware)

Broker ID: DABAFIHH (If your e-invoice intermediary is a bank e.g. Nordea or Osuuspankki)

N.B! We ask you to be careful with the operator ID so that the invoices arrive without any problems. We can also include an image file of the invoice and other attachments in PDF format with e-invoices.

If you are unable to send e-invoices, we ask you to send the purchase invoices directly to the scanning service on paper or by email according to the instructions below.

**Billing address (paper invoices must have this scanning service address):**

OSAO Edu Oy  
27969436  
P.O. Box 100  
80020 Collector Scan

**Important Considerations for Sending Paper Invoices to a Scanning Service**

- It is very important that only the invoice and the related attachments are in the envelope. If the envelope contains material other than an invoice, we will deliver it to the recipient by email or post and invoice the recipient according to the valid price list.
- Do not send payment reminders or collection letters to the scanning service, as they are not invoices. We invoice their delivery to the recipient according to the current price list.
- The serial number information must also be on the paper invoice in the address field of the invoicing address below the company, not just in the envelope. We will charge the recipient for the addition of the serial number in accordance with the current price list.
- On a PDF invoice, the serial number does not need to be in the address field, because the recipient company is identified based on the email address.
- Multi-page invoices may not be divided into several envelopes.
- Invoices are printed on a high-quality printer.
- The pages of the invoice must not be joined together in any way (with a stapler, etc.).
- The invoice has the total amount.

**RECIPIENT AND INSTRUCTIONS FOR E-MAIL INVOICES****invoice-27969436@kollektor.fi**

#### Important Considerations for Sending Email Invoices to a Scanning Service

- Invoices are sent as email attachments in PDF format
- One invoice per file, which includes all pages and other attachments of the invoice
- One email can be a maximum of 10Mb
- PDFs must be authentic PDF documents version 1.3 or later
- PDFs must not be locked or password-protected
- The maximum external dimension of the document is 210x297mm, i.e. A4
- The file name must contain no more than regular characters, a-z, A-Z, 0-9

For more information, please contact:

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