

Invoicing information

Our dear supplier,

We hope to receive your invoices in electronic format. If your company does not have the possibility to send online invoices or to send invoices to our electronic invoicing address, you can use our invoice scanning service address to send paper invoices. We no longer accept invoices at our business address.

Please note that no material other than invoices and their scannable attachments may be sent for scanning. No other material (e.g. receipts, business gifts, credit cards, admission tickets) will be transmitted via the scanning service. When sending invoices to the scanning service, either by e-mail or by post, please ensure that the scanning service address is specified accurately on the invoice (and on the envelope). Otherwise, the transmission of the invoice to our system may be delayed by several days.

Our invoicing addresses are:

Laurea-ammattikorkeakoulun opiskelijakunta, 2067397-4

1. Online invoices

Online invoice address: FI3157201020190407

Operator: OP (OKOYFIHH)

Data format: Finvoice

2. Receiving invoices by email to the scanning service

The invoice must contain the following address details:

Laurea-ammattikorkeakoulun opiskelijakunta

Ostolaskut 16825A

PL 10

57090 VISMA SCAN

Invoices should be sent as e-mail attachments in PDF format (max. 5MB/file) to:

16825A@scan.netvisor.fi

If the invoice contains attachments, these must be in the same file as the invoice itself.

3. Paper invoice scanning service

The invoice and envelope must contain the following address information:

Laurea-ammattikorkeakoulun opiskelijakunta

Ostolaskut 16825A

PL 10

57090 VISMA SCAN