

1.2.2020

Dear Supplier,

Sulkava Municipality primarily accepts electronic invoices to optimize our operations. We ask you to use the following addresses in the future:

Electronic invoices:

E-invoice address: **TE003701672650**

E-invoice operator: **Tieto Oyj**

Operator's code: **003701011385**

Our Business ID: **0167265-0**

If sending e-invoices is inconvenient for you, you can send invoices to our scanning service post box:

Sulkavan kunta

PL 1497

02066 DOCUSCAN

or as a pdf-file to their email address:

tieto_pl1497@xbs-salo.com

- Notice: only one invoice – including appendices – per pdf-file, per email

The invoice should have the following info:

- your name and address
- invoice number and date
- name of the person who ordered/bought your service
- other relevant info: when, where, what, who etc.
- your account number (preferably in IBAN form)
- your business ID – if any
- Notice: Our scanning service handles only invoices. Adverts are not forwarded to us.
- reminders and payment requests should be sent directly to Sulkava Municipality, NOT to our scanning service

Regards

Eija Piispa

eija.piispa@sulkava.fi

