



Our invoice address will change **1.9.2022**

Invoice sending by email:

Invoices should be sent at email address: geomachine@scan.tradeconnector.fi

When submitting invoices by email the following rules must be considered:

- At email message only one recipient email address is allowed – no other recipients (To:). Carbon copy (Cc:) and Blind carbon copy (Bcc:) email addresses may be used (for instance to send a direct copy for an invoice recipient if needed).
- It is recommended to enter at subject field a keyword “Lasku” / “Faktura” / “Invoice” and the invoice number attached.
- An invoice to be send must be placed as **an email PDF attachment**. Some scanning equipment attach a PDF file as a part of email message body when it cannot be processed. Any text entered into email message body will not be forwarded.
- One email message may contain **only one PDF file** which contains **only one invoice**. Maximum size of a PDF is 2 Mb

Sending paper invoices:

Geomachine Oy
@Geomachine.fi@
PL 1000
00781 HELSINKI
Finland

Note: this ID is a mandatory element in paper invoices and recommended for email message invoices

VAT code: FI23284202

Best regards,
Geomachine Oy