

Electronic invoices:

E-invoice address: 003722986405

Operator identifier: 003708599126

Operator: Liaison Technologies

Invoicing address:

Bonalive Oy

Serial number 18850487

R881

106 54 Stockholm

Sweden

E-mail invoices:

eScan.fi@liaison.com

*Please see the instructions on the second page concerning e-mail invoices

Instructions for e-mail invoices:

Requirements of the e-mail

- The invoice has to be sent as an attached file, not embedded object, in the e-mail.
- Multiple attachments in an email are managed provided that the attachments in the email do not have the same name. If they have the same name, only one (1) of those will be handled.
- Each attachment (PDF / JPG / TIF) can contain only one (1) invoice
- If the invoice is multipage, pages must be joined to one file before it is attached to the email.
- Written information in the e-mail will not be processed.
- The total size of the email including attachments must not exceed 10 MB.
- Recipient's full billing address must appear on the invoice in the same way as the physical invoices sent by post, including serial number.

Requirements of the attached file - PDF/JPG/TIF

- The format shall be A4. The size of the pages may not be larger than 210 x 279 mm and contain a maximum of 300 pages.
- Attachments with other endings, such as DOC and XLS will be discarded. Uppercase and lowercase letters in file extensions are accepted.
- PDF files must be real PDF version 1.3 or higher.
- PDF-files that contain a scanned picture with PDF as a cover will not be handled/processed (there are programs that does not convert the files to a pdf, but simply put a pdf-cover around it). Normal file converters can be used for converting files to real pdf-files
- PDF files cannot be password protected or locked in another way. This result in that PostNord Strålfors cannot receive and process files.
- JPG files must be of the quality of 200 dpi or higher and larger than 50KB.
- TIF - pictures must be of the TIF Group 4, 1-bit color depth (ie black and white), 300 dpi and larger than 10kB.
- The file name can only contain the characters: az, AZ, 0-9 (special characters are not allowed)
- If the requirements for the file format are not met, the invoice will not be registered, and there will be a reject handling (paragraph 5 below)

Routines for receipts

- A receipt will be sent to the sender address of the incoming e-mail. This will be done automatically when the inbox is emptied every morning assuming that paragraph 4.2 is fulfilled. In this automatically sent e-mail you will also get a case number for the sent invoice/invoices.
- To be able to send a receipt a valid sender email address must be used and it may not occur comma in the return address eg Surname, name.

Rejections

- Rejected invoices will be sent back to the sender address (if paragraph 4.2 is fulfilled) where the incoming file will be attached in the e-mail together with a description of the rejection. This will be made when the file format control (3) has not validated the recruitment of TIF/PDF/JPG. The e-mail will not be sent back if the file format is not one of the allowed formats.

Archive

- When the invoices have been processed the invoices will be stored electronically at PostNord Strålfors for 10 years.