

**Energy for good.**



# Invoicing addresses

**KPA Unicon Oy**



**kpa unicon**

26.1.2023

## Invoicing addresses

Dear supplier,

Please find below our invoicing addresses and related contact information.

### PDF-invoices by e-mail

You can send your invoices by e-mail, in PDF-format:

Please note that:

- Invoices have to be sent as attachments
- Only one invoice per attachment is allowed, containing **all the pages** of the invoice
- Several invoices can be sent in one e-mail
- All the attachments have to be named properly
- Maximum size of an e-mail is 10 Mb
- Only real PDF-files are accepted (version 1.3 or later)
- PDF-files cannot be locked or protected
- Maximum paper size of the original document is 210 x 279 mm
- Attachment name can contain only following characters: a-z, A-Z, 0-9

Please send PDF-invoices to: [invoice-22180583@kollektor.fi](mailto:invoice-22180583@kollektor.fi)

### Paper invoices by post

You can also send us paper invoices by post to the address below. Please note that this delivery method is time consuming and might slow down the handling of your invoice. We encourage our suppliers to favour e-invoicing or pdf invoices.

#### Address for paper invoices:

KPA Unicon Oy  
Mikonkatu 9  
FI-00100 Helsinki