

# SISTERS INC

EVENT ARCHITECTS

Dear partner,

We primarily ask you to submit invoices to our company as e-invoices.

Our e-invoice address information is:

Name	Business ID	E-invoice address
Sisters & Company Oy	2164593-2	003721645932

Supplier	Supplier ID
Maventa	003721291126
Supplier ID when sending from the bank network: DABAFIHH	

Kindly write **the project number** (which you will receive from us when ordering) and **the subscriber's name** as a reference for your invoice. The reference should be marked in the Buyer Reference Identifier element used in Finvoice 2.0. format. It makes invoicing more manageable and faster. Due to the recycling of invoices, our payment terms are **30 days net!** Otherwise, please get in touch with us, and let's negotiate the payment terms separately.

## Skän by email

You can also send invoices in PDF format to: **21645932@scan.netvisor.fi**

- Invoices are sent as email attachments
- You can send multiple invoices in a single email if each invoice is a separate attachment. All files must have a different name.
- The invoice attachments must be attached to the same pdf file as the invoice itself.
- The maximum size of one email is 10Mb
- PDF files must be genuine PDF documents version 1.3 or later
- PDF files must not be locked, or password protected
- The maximum external size of a document is 210 x 297 mm
- The characters allowed in the attachment name are common characters, a-z, A-Z, 0-9. Do not use special characters to name attachments.

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## Scan by mail

If you are unable to send invoices electronically or by email, please submit paper purchase invoices to:

Sisters & Company Oy  
21645932  
PL 100  
80020 Kollektor Scan

- The serial number must be included in the address field of each invoice, that we can identify the invoice as belonging to the right company. If the address is only in the envelope, the recipient can no longer be identified by the serial number after scanning.
- Preferably use only black on a white background in the text: this gives the most precise result for identifying invoice data.
- Please send only invoice material to the scan address. These mails are automatically red into our company ledger, so please send newsletters, etc., to our business address.
- Do not use staples on invoices sent to the scanning service.

For more information, if needed:

Sisters & Company Oy  
Pia Heikkinen  
pia@sisters.fi  
tel. +358 40 536 1667

Kind regards,

**Sisters & Company Oy**