

## TANA INVOICING ADDRESSES APRIL 1, 2019 ONWARDS

Dear Partner,

Due to a change in our corporate structure please note Tana's new invoicing addresses. There are three companies in our group: new parent company Tana Group Oy and subsidiaries Tana Oy and Tana Rental Oy.

VAT-number and billing information of Tana Oy have not changed.

<b>Company</b>	<b>VAT-number</b>	<b>Since</b>
Tana Group Oy	2595520-9	1.4.2019
Tana Oy	2374064-2	
Tana Rental Oy	2988061-1	30.4.2019

We prefer receiving e-invoices, as it is for both parties faster, more reliable and more affordable than handling paper invoices.

Our e-invoice addresses are:

<b>Company</b>	<b>Operator</b>	<b>E-invoice address</b>	<b>OVT-code</b>
Tana Group Oy	OpusCapita Solutions Oy (E204503)	003725955209	003725955209
Tana Oy	Maventa	003723740642	003721291126
Tana Rental Oy	OpusCapita Solutions Oy (E204503)	003729880611	003729880611

In case you can't send e-invoices, please send your invoices to our scanning service addresses.

### INVOICING ADDRESSES FOR PAPER INVOICES

**Tana Group Oy (OpusCapita skannauspalvelu)**  
**PL 13102**  
**00062 LASKUTUS**

**Tana Oy**  
**23740642**  
**PL 100**  
**80020 KOLLEKTOR SCAN**

**Tana Rental Oy (OpusCapita skannauspalvelu)**  
**PL 13100**  
**00062 LASKUTUS**

To assure our scanning service can proceed with your invoice, please make sure the invoicing address exists also on the invoice, not only on the envelope. Please note these

addresses are only for invoices, all the other contact details at Tana are remaining the same as previously.

## **INVOICES BY E-MAIL (RECEIVER & INSTRUCTIONS)**

E-mail scanning address of Tana Group Oy:  
[TanaGroupOy.FI.P.127689-8@docinbound.com](mailto:TanaGroupOy.FI.P.127689-8@docinbound.com)

E-mail scanning address of Tana Oy:  
[invoice-23740642@kollektor.fi](mailto:invoice-23740642@kollektor.fi)

E-mail scanning address of Tana Rental Oy:  
[TanaRentalOy.FI.P.127688-0@docinbound.com](mailto:TanaRentalOy.FI.P.127688-0@docinbound.com)

Important instructions when sending invoices by e-mail:

- Invoices should be sent as email attachments in PDF-format.
- One PDF-file should only consist of one invoice, including its attachments.
- Maximum size of one email is 10Mb.
- PDF-files must be authentic PDF documents, version 1.3 or newer
- PDF-files must not be locked or secured by password
- Actual size of the document must not exceed 210x297mm, i.e. A4
- Name of the PDF-file must consist only of regular digits, i.e. a-z, A-Z, 0-9

If you have any questions or you need further information, please contact us at [office@tana.fi](mailto:office@tana.fi).

Best regards

Tana Group Oy