



## DEAR COLLABORATOR

Itula Oy has taken into use an electronic invoicing system and scanning service for purchase invoices.

Please send your paper invoices to our scanning service for processing:

Itula Oy  
08317926  
PL 100  
80020 Kollektor Scan

Scanning service accepts email invoices as well. The address is:

[invoice-08317926@kollektor.fi](mailto:invoice-08317926@kollektor.fi) (copy: [hallinto@itula.fi](mailto:hallinto@itula.fi))

Please state the following serial number **08317926** in the address field of invoices. Every invoice should be sent as a pdf-attachment of an email. The pdf should include only one invoice with all of its attachments in the same file.

Only invoices and its attachments can be sent to above mentioned e-mail address and the address of Itula Oy, 08317926, PL 100, 80020 Kollektor Scan. All other correspondence and documents to our postal address: Raudustie 3, 56510 Puntala.

**Please mention our purchase order number on your invoices.**

**Itula Oy**

hallinto@itula.fi

