

## INVOICES TO BE SCANNED VIA E-MAIL

Ropo Capital's scanning service mainly receives paper invoices that are sent to a P.O. Box designated to a customer. The exceptions to this rule are invoices that must be scanned urgently and invoices that are from a foreign vendor.

These invoices can be delivered to Ropo Capital's scanning service via e-mail to: [skannauspalvelu@ropocapital.fi](mailto:skannauspalvelu@ropocapital.fi).

This address is reserved only for receiving invoices that are to be scanned.

The sender is responsible for the arrival of the invoices sent via e-mail. Invoices that are delivered via e-mail will be stored for one month, after which they are destroyed.

Invoices that are delivered via e-mail must meet the following conditions:

- There must be the word "Invoice" and the P.O. box number in the subject line:

INVOICE, P.O.Box 8421

- The attached invoice must be in PDF form
- One attachment must only contain one invoice
- All of the pages of one invoice must be contained in one attached file
- One invoice can't be divided into multiple e-mails or attachments
- Any further information to be added to the invoice that is not written on the attached invoice will be ignored