## INFORMATION ABOUT NEW INVOICING ADDRESSES

### Dear supplier

We have started using Procountor Financials as a financial management system provided by Accountor FinaGO \*

From the date XXXX-XX-XX inbound supplier invoices or credit notes must be sent in two of the following ways, EHF or E-mail / PDF.

**EHF**

Via Procountor Financials, we have the possibility of both receiving and sending E-invoices (EHF) through ELMA. E-invoice (EHF) documents must be addressed to us with our organization number:

**ORGANIZATION NUMBER**

We will encourage you to send E-faktura (EHF) as much as possible, as this a quality wise better solution.

**E-mail / PDF**

From the above date, you must send invoices in PDF format to the following e-mail address:

**XXXXXX@invoices.procountor.com**

Note that the new address must only be used for invoices and / or credit notes. All other inquiries must be sent to our regular contact address.

If the invoice / credit note is sent as an e-mail, it must always be sent as an attachment in PDF format. Note that an e-mail can only contain 1 attachment. An attachment sent by e-mail will always be interpreted as an invoice / credit note, and only attachments in PDF format will be accepted.

All attachments sent by e-mail must be scanned in with a scanner. For example, an image of an attachment (for example, taken with a mobile phone) that has been converted to PDF format cannot be sent. This is because the interpreter will then not be able to interpret the content correctly. Which may cause the information in the document to become unclear or incorrect.

Kindly regards,

First name Last name

Company name

\*Accountor FinaGO is a leading provider of cloud-based financial management systems. Our solutions are used by more than 120,000 companies and 1,600 accounting offices in Finland, Norway, Sweden and Denmark. Read more on: <http://no.procountor.com/>