



Gramex
Musiikin Satama
Keilasatama 2 A
02150 Espoo
www.gramex.fi

Gramex invoice address

Dear Business Partner,

We have adopted electronic processing of invoices and hope to receive all invoices from you in electronic format. If your company is unable to submit electronic invoices or send invoices to our email invoicing address, you can send paper invoices to the address of our invoice scanning service.

We do not accept invoices sent to our visiting address.

Company information:

Name **Gramex äänitemusiikin tekijänoikeusjärjestö ry**
Business ID **0201196-9**

E-invoice address **003702011969**
Operator **Maventa**
Operator ID **003721291126**
Operator ID, when sending it from bank network: **DABAFIHH**

Reception of invoices via e-mail by the scanning service

Invoices can be sent as email attachment in PDF format

PDF format invoices by email: **02011969@scan.netvisor.fi**

- Send the invoice as email attachment
- You can send multiple invoices in a single email as long each invoice with its attachment pages are in a separate PDF-file. Each file must have a different name.
- If the invoice contains attachment pages, they must be included in the same file with the actual invoice.
- A single e-mail must not exceed 10Mb
- PDF files must be genuine PDF files (PDF version 1.3 or newer)
- PDF invoices must not be locked or encrypted with a password
- Document size must not exceed 210 x 297 mm
- Valid characters for the attachment name are common signs, a-z, A-Z, 0-9, please do not use special characters or spaces when you name the attachments.

Scanning service for paper invoices

Both the invoice and the envelope must contain complete scanning address information to ensure quick and reliable delivery:

Gramex
02011969
PL 100
80020 Kollektor Scan

- Please do not send any other material except invoices to scan address. All material are read automatically to our accounts payable system and other material (for example receipts, business gifts, credit cards or entrance tickets) does not reach their recipient through this address.
- To achieve the best outcome for automatically identified invoices please use only black text on a white background.
- While using scanning service please do not use rivets.

More information:

Gramex, Sari Lindström, sari.lindstrom@gramex.fi, +358 10 2489 212

Best regards,
Gramex