

Dear Supplier,

We have now possibility to receive invoices also by e-mail. Preferable invoicing mode is still Online Invoicing, then E-mail Invoicing and if these are not possible then traditional Invoice on Paper. Following the invoicing addresses for each mode

ONLINE INVOICING

Address for the online invoices in EDI format is:

Kemi Shipping Oy
003701908838

Our operator is:

OpusCapita Solutions Oy

Operators ID number is: E204503

E-MAIL INVOICING:

KemiShipping.FI.P.106441-9@docinbound.com

Note! The invoices have to be enclosed to the e-mail in PDF-format. One e-mail can include maximum 10 enclosures and the maximum size of one enclosure is 10 Mb. One enclosure is always regarded as one invoice and no other formats than PDF will be handled. Please see also the more detailed instructions on next page.

INVOICES IN PAPER FORMAT

Kemi Shipping Oy
PL 55699
00021 LASKUTUS
FINLAND

Invoices are scanned, so an invoice have to include also the invoicing address in order to be steered to the correct address.

Please note also that all other mail than invoices should be sent to our mail address: Kemi Shipping Oy, PO Box 535, FI-94101 KEMI, FINLAND

With best regards,

Kemi Shipping Oy

Sending the invoices enclosed to the e-mail

E-mail address

Invoices have to be send to the address:

KemiShipping.FI.P.106441-9@docinbound.com

Only the above mentioned e-mail address may be in the TO-field. If you want to send invoices for the information to other receivers add those e-mail address to the fields CC or BCC.

Subject

Leave the Subject-field empty.

Message

The message will be shown to the receiver as a last page of the picture of the invoice. Note that the length of the message can be only one page (A4). However the message will not be a part of the invoice. All invoice information have to be included as an enclosure file in an invoice.

Enclosures

Include the invoices to the e-mail as enclosures in PDF- or TIFF –format.

Combine all documents of an one invoice into one enclosure. You can include to one e-mail maximum 10 invoices. Each enclosure can be maximum 10 MB, if the sender's server does not limit the size of the e-mail of enclosures. Supported enclosure formats are PDF and TIFF. Don not send crypted or password protected PDF-files. Remember to include special fonts in PDF-files, if they are used in invoices.

General

Sender of invoice will not receive any receipt from the succesfull receival. However sender can activate the acknowledgement function from own e-mail application. See the instructions from you own application.

You can use following languages in invoices: Finnish, Swedish or English.

If the receival of the invoice is failing

If there will be any problems with the receival of the invoice you will get an error message which tell the reason for the failed receival and who to fix the problem.

If there is a problem with the structure of the e-mail, you will get an error message referring to the first enclosure of the e-mail.

If there are several problems with the enclosures, you will get as many error messages as there were problems found. You will be asked to fix the problems and resend the invoice with the enclosures

Important: If the invoice message is correct, but the invoice enclosures are missing, you will not receive any error message. Please take care that invoices are always enclosed to the message
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