



NorthBase has moved to electronic handling of invoices starting 1st of May 2025. Please send invoices primarily in digital form.

We will NOT accept invoices sent to our company's own postal address.

#### 1) E-invoices

Northbase Oy, 3102639-3 (FI31026393)

E-invoice address (OVT): 003731026393

Operator/manager: Maventa

Operator number: 003721291126

Operator number for online banking: DABAFIHH\*

\*Use this number if your invoicing application can't send invoices directly to Maventa's operator number

#### 2) Email invoices

Invoices should be sent via email as attachments in PDF format. Any supplementary documents are to be in the same file as the invoice itself.

Email invoice address: [invoice31026393@scanner.fi](mailto:invoice31026393@scanner.fi)

- You can send up to 10 invoices in a single email, as long as each one is a separate attachment. Each file needs to have a unique name.
- The maximum total filesize of attachments in one email is 10 MB.
- The PDF files may not be locked, encrypted or protected by password.
- Allowed characters in the filenames for the PDF files are normal characters, a-z, A-Z, 0-9. Please refrain from using special characters in the filenames.
- Only the attachment file will be treated as an invoice, not the body of the email itself.

### 3) Paper invoices

The address must be written on both the invoice and letter as shown below:

Northbase Oy

Ostolaskut

c/o Gallant Oy

PL 566

33101 Tampere

Finland

- Please refrain from sending anything but paper invoices to this address
- Do not use staples on the sent invoices
- Please favor black and white invoices