## INFORMATION OF NEW INVOICING ADDRESS

### Dear Business Partner

We have taken Procountor Financial Management software\* in use.

From **XX.XX.XXXX** our supplier invoices will be scanned by OpusCapita. This means that from
that date you must send your invoices in PDF to the following e-mail address:

**XXXXXXXXXX.SE.P.XXXXXX-X@docinbound.com**

If you do not have the possibility to send invoices via e-mail you can send them to our address:

**Company name**

**FE XXXX**

**838 79 FRÖSÖN**

**This address must be found both on the invoice and on the envelope. If the address is missing or incorrect, the invoice will return to you.**

Note that the new address is only for invoices. All other correspondence should be sent to our usual adress.

The invoice should always be enclosed in the email, in PDF format file. Note that one email may

contain a maximum of 10 attachments and the maximum size per attachment can be up to 10 Mb and in A4 format. An attachment in an email is always interpreted as an invoice and only attachments in PDF format are accepted.

Invoices or receipts that are sent to the email scanning service must be scanned with a real scanner. It can’t be for instance a picture of an invoice or a receipt taken with a mobile phone which has been converted to a PDF file. The scanner unfortunately can’t interpret these kinds of invoices/receipts and hence the

information risks being incomplete or incorrect.

Kind regards,

First name Surname

Company name

\* Leading provider of cloud accounting software. Used by over 23 000 companies and over 800 accounting offices

in Finland, Norway, Sweden and Denmark. <http://se.procountor.com/>

\*\*The service is offered in cooperation with OpusCapita.