

**Invoicing information 4 May 2022**

We prefer electronic invoices. Please always include Eficode's contact person as well as EFIPO-number (please check with your contact, if unsure) in the invoice. Also, make sure you are invoicing the right company in our group. Billing address should be visible on the invoice.

We only accept invoices with payment terms of 30 days or more, unless agreed otherwise.

Please note that we do not accept invoices to our street address, or any other way that is not included in these instructions.

When sending PDF invoices, we kindly ask you to consider the following:

- PDF invoices are to be sent as email attachments.
- Only one invoice per file. The file should include the invoice with all its pages and attachments.
- Multiple invoice files can be sent in one email. In this case all invoice files must be named separately.
- The maximum size for an email is 10 MB.
- The file names can only include regular characters: a–z, A–Z, 0–9.
- PDF files must be real PDF documents (not scanned to PDF). PDF documents must be version 1.3 or newer.
- PDF files cannot be locked, encrypted or password protected.
- The external dimensions of the document can be max 210 x 297 mm (European A4).

Finland

Billing & Delivery address	Eficode Oy Pohjoinen Rautatiekatu 25 00100 Helsinki FINLAND
E-invoice address	003719718143
Operator ID	003708599126
Email for invoices	eScan.eficode.fi@opentext.com
Company ID	1971814-3
VAT	FI19718143



Billing & Delivery address	Contribyte Oy Runeberginkatu 5 00100 Helsinki FINLAND
E-invoice address	003720419626
Operator ID	E204503
Email for invoices	invoices@contribyte.fi
Company ID	2041962-6
VAT	FI20419626

Denmark

Billing & Delivery address	Eficode A/S Njalsgade 76 c/o Univate 2300 København S DENMARK
Email for invoices	invoicedenmark@eficode.com
Company ID	30987225
VAT	30987225

Billing & Delivery address	Eficode MBC ApS Njalsgade 76 c/o Univate 2300 København S DENMARK
Email for invoices	invoicedenmark.mbc@eficode.com
Company ID	32305083
VAT	DK32305083

**Germany**

Billing & Delivery address	Eficode GmbH Marcel-Breuer-Str. 15 80807 München GERMANY
Email for invoices	eScan.eficode.de@opentext.com
Company ID	244945
VAT	DE322676479

Netherlands

Billing & Delivery address	Eficode B.V. Hullenbergweg 278 1101 BV Amsterdam NETHERLANDS
Email for invoices	eScan.eficode.nl@opentext.com
Company ID	72383836
VAT	NL859092148B01

Norway

Billing & Delivery address	Eficode AS Lørenveien 73 0580 Oslo NORWAY
Email for invoices	fakturano@eficode.com
Company ID	914 758 440
VAT	NO914758440

**Poland**

Billing & Delivery address	Eficode Sp. z.o.o. Łąkowa 29 st. Łódź 90-554 POLAND
Email for invoices	eScan.eficode.pl@opentext.com
Company ID	0000821709
VAT	PL7272840634

Sweden

Eficode Consulting AB (former Praqma AB) org nr 556976-1959 has merged into Eficode AB (former Riada AB) org nr 556686-2032 with effect April 1, 2022.

Billing & Delivery address	Eficode AB Vasagatan 36 111 20 Stockholm SWEDEN
Email for invoices	invoiceweden@eficode.com
Company ID	556686-2032
VAT	SE556686203201

Switzerland

Billing & Delivery address	Beecom AG Aargauerstrasse 180 8048 Zurich SWITZERLAND
Email for invoices	accounting@beecom.ch
Company ID	CHE-101.061.401
VAT	CHE-101.061.401 MWST