

Invoicing instructions

Effective 15.06.2025

Dear supplier, here are our updated invoicing instructions:

- Plugit Finland Oy only receives invoices as online or e-mail invoices.
- The payment term is 60 days.
- **The invoice must include either the purchase order number or the name of the orderer and cost center as a reference.**
- **PLEASE NOTE, that as of June 15, 2025, invoices with incomplete reference information will not be processed until they contain the requested information!**
- The reverse charge mechanism is applied to the construction services purchased by Plugit Finland Oy in accordance with § 8 c of the VAT Act. The VAT rate and the amount of tax are not entered on the invoice. The invoice contains a reference to the reverse charge mechanism for construction services, § 8 c of the VAT Act
- Plugit Finland's business ID 2513960-7 should be entered on the invoice

Invoice delivery methods

E-invoices

Plugit Finland Oy

Business ID: 2513960-7

E-invoice address: 003725139607

Peppol identification: 0216:003725139607

Broker: Apix Messaging Oy, broker code: 003723327487

Scan to email

You can also send invoices in PDF format by email with the following instructions:

Invoices in PDF format can be sent to: plugit@skannaus.apix.fi

- Invoices are sent as email attachments
- Only one invoice may be attached to one email

Only use black on a white background in the text: this gives the clearest result for identifying the invoice data. **Please only send invoice material to the scanning address.**

Bulletins and normal letters should be sent to the company address:

Plugit Finland Oy

Ruutanakorventie 7

33960 Pirkkala

If you have any technical questions related to sending invoices, you can contact our e-invoice operator:

- Apix Messaging Oy, (09) 4289 1324, servicedesk@apix.fi

Best regards,

Plugit Finland Oy
laskutus@plugit.fi