

Sending sales invoices using email

Our company can receive invoices through email. The invoices should be sent to:

nestorcables@apix.fi

When sending invoices using email the following things should be observed:

- The recipient (To:) address must not contain any other address. The use of CC: and BCC: addresses is allowed.
- The Subject: should contain the word "Invoice" and the invoice number. This is not mandatory, but recommended.
- The actual invoice must be in the email as an attachment and it must be a PDF-file. The email body text is not processed.
- The email must contain **only one** PDF-file, which has **only one** invoice. Other types of attachments are included to the invoice as attachments if the recipient has opted to have them. Sending of other documents along the invoice has to be agreed beforehand with the recipient.
- If receiving attachments is activated:
 - If the attachment file is a PDF, filename has to include the word attachment (or liite)
 - Invoice filename has to include the word invoice (or lasku)
- The sending email address must be able also to receive emails

After the sending the service will produce an automated reply email within 15 minutes.

- If the invoice was accepted and processed with problems the subject of the email is:
" TOIMITETTU/DELIVERED: " and after that the original email subject
- If the invoice was NOT accepted the subject of the email is:
"EI TOIMITETTU/NOT DELIVERED: " and after that the original email subject
The invoice should be sent in corrected form again.

If you don't receive the reply email within 15 minutes please contact the Apix Messaging Oy's customer service servicedesk@apix.fi