

## To Billing Manager

We kindly ask you to choose one of the following options to send invoices to Puume AB.

### E-INVOICE(EDI)

We are able to receive e-invoices via our financial system Fortnox. To activate invoicing via e-invoice, please send an invitation to us with the information below and we will perform the link.

**Type of e-mail:** Organization number E-mail: 559141-7448

**Contact person:** Fortnox Support E-invoice

**Hub Address:** Crediflow AB

### PDF INVOICE VIA MAIL

We can accept invoices as PDF files. PDF invoices are sent to the following e-mail address.

Please note that the address below needs to be stated on the invoice itself in order for it to be scanned correctly.

**Puume AB Kund ID:** FRX6522 FE 301 105 69 Stockholm

**E-mail:** puume@youroffice.se

#### More information about PDF invoices:

To use the service, the invoices are e-mailed to **puume@youroffice.se**, where they are read and interpreted automatically.

The following conditions apply:

- Incoming PDF files may only contain an invoice, including all attachments.
- The invoice will not be handled if the recipient is hidden, that is to say if the mail is addressed to undisclosed recipients. This is because the recipient must be verified.
- Any text in the mail itself will not be read by the recipient because the mail is interpreted mechanically.
- By requesting read receipt you will receive information about which files we have received, and if there is any file we will not be able to handle.
- The service can be used by you as well as your suppliers.

### PAPER INVOICE

Paper invoices are sent by mail to the following address:

**Puume AB**

**Kund ID: FRX6522 FE 301**

**105 69 Stockholm SWEDEN**

### Other information

- It is important that the billing address is entered correctly.
- Invoices that do not contain correct information will be returned to sender.
- Only invoices must be sent to the above invoice address.
- Other mail shall be sent to our regular address.