

Delivering paper invoices to scanning

Please inform completely correct billing address to vendors. Address is used to guide invoices to correct receiver. Never mark billing address to your sales invoices and never use your billing address in envelopes. This will cause undeliverable mail to be returned to billing address.

If needed, please inform separate delivery address. Packages are not handled in digitizing service, they will be returned to sender. If you need to send us bigger amount of invoices that only option is package or big envelope-bag, please state clearly on top of the package with big letters that it contains invoices.

Digitizing service won't handle registered mail. Those are sent back to sender when we don't have knowledge of customer returnable address or the name of returnable address doesn't match. If we have knowledge of returnable address and name matches, we send the letter to you. Please deliver such letters again in normal envelope back to digitizing if needed. It is recommended to inform restrictions of registered mail handling to all foreign invoice senders. Email channel is better option for those invoices.

Old address invoices can be delivered to our digitizing services, but the old address on invoice needs to be covered and new address has to be marked beside or on top of the old invoice. Please use clear handwriting or use sticker with new address. In front of the post box needs to be PL and it is very important to also mark postal code. Digitizing service handles several postal code invoices in same place.

If for some reason the address is missing from the invoice, digitizing pre-handling team writes info from envelope. Info is copied as is, so if the address on envelope is wrong, it also will be written on invoice wrongly. To separate digitizing team written address from customer marked info, we add letter A in front of the post box.

If you deliver several invoices to digitizing, please use paper clip to join same invoice pages and appendixes together. Please do not use staples since those have to be removed before scanning. Removing them could cause papers to rip and some info to be un-readable. Very small appendixes like receipts can be taped to separate A4 paper. Bit bigger appendixes can be scanned as is.

If you wish us to scan non-invoice documents like order confirmations or contracts, please add LASKU or INVOICE as title by hand beside the original title or document will be returned without handling. If you wish to make your own type of billing page, please remember to add your company and billing address clearly.

Please do not cover original data of invoice with notes or stamps. You can alter info by hand if needed, cross over the not wanted info and add new next to it. All markings should be made with black or blue pen. Pencil markings and lighter colours won't be visible in scanned image. Darker colours can hide the actual data in black and white images. Please ask senders to prefer black and white invoices for the same reason.

Rent invoices that are meant for whole year can't be digitized 12 times. If you wish to have own bill for each month, you have to copy and send the invoices to digitizing again. If you wish us then to verify due date, please mark it clearly or write it with pen.

We send iPost images "as is" from digitizing just like email service images. If sender has set several invoices to same file, you will receive information of the first invoice only. Also other non-invoice documents are delivered as is if they come through iPost service. Please contact sender if you wish to receive those in different address.

You might receive materials that seem to have empty page. This is due to us scanning every page from both sides. This is precaution so important info isn't deleted. Extra pages are free.