

LST GROUP INVOICING DETAILS (10.04.2019)

LST Group has switched to electronic invoicing including purchase invoices and paper invoices to improve our efficiency. From now on, we kindly request you to send invoices primarily as e-invoices.

If you do not have an e-invoicing service, you can create and send electronic invoices to the LST Group using a free service. More information and instructions are available through the e-invoicing portal (<https://verkkolaskut.fi>).

Invoice must include:

- Supplier's information: name, address, business ID and VAT number
- Invoice number
- Date of the invoice
- Due date
- Date of delivery
- Purchase order number
- Person reference details (forename + surname)
- Currency
- Bank information: name of bank, account number/IBAN/BIC/ SWIFT number
- Payment terms
- Reference number
- The price excluding tax
- Total amount payable
- Summary description
- Amount of the individual goods and/or services

LST Group companies' E-invoicing information

LST Group Oy Business ID: FI28209703 Operator: MAVENTA E-invoicing address: 003728209703	LST Service Oy Business ID: FI02400374 Operator: MAVENTA E-invoicing address: 003702400374	LST Teollisuussähkö Oy Business ID: FI15803498 Operator: MAVENTA E-invoicing address: 003715803498
Laivasähkötyö Oy Business ID: FI01411354 Operator: MAVENTA E-invoicing address: 003701411354	LST Engineering Oy Business ID: FI09215139 Operator: MAVENTA E-invoicing address: 003709215139	LST Production Oy Business ID: FI24940216 Operator: MAVENTA E-invoicing address: 003724940216
LST Projects Oy Business ID: FI28187647 Operator: MAVENTA E-invoicing address: 003728187647	LST Kiinteistöt Oy Business ID: FI282029711 Operator: MAVENTA E-invoicing address: 003728209711	LST Sähköpalvelu Oy Business ID: FI09903118 Operator: MAVENTA E-invoicing address: 003709903118
Sataman Teollisuuskiinteistö Oy Business ID: FI26426114 Operator: MAVENTA E-invoicing address: 003726426114		

Our Mediator Code if sending from Bank Networks: DABAFIHH.

PDF and paper invoicing

If you are unable to send e-invoices, we ask you to send paper invoices or PDF-format invoices to the addresses below.

LST Group Oy 28209703 PL 100 80020 KOLLEKTOR SCAN email: invoice-28209703@kollektor.fi	LST Service Oy 02400374 PL 100 80020 KOLLEKTOR SCAN email: invoice-02400374@kollektor.fi	LST Teollisuussähkö Oy 15803498 PL 100 80020 KOLLEKTOR SCAN email: invoice-15803498@kollektor.fi
Laivasähkötyö Oy 01411354 PL 100 80020 KOLLEKTOR SCAN email: invoice-01411354@kollektor.fi	LST Engineering Oy 09215139 PL 100 80020 KOLLEKTOR SCAN email: invoice-09215139@kollektor.fi	LST Production Oy 24940216 PL 100 80020 KOLLEKTOR SCAN email: invoice-24940216@kollektor.fi
LST Projects Oy 28187647 PL 100 80020 KOLLEKTOR SCAN email: invoice-28187647@kollektor.fi	LST Kiinteistöt Oy 28209711 PL 100 80020 KOLLEKTOR SCAN email: invoice-28209711@kollektor.fi	LST Sähköpalvelu Oy 09903118 PL 100 80020 KOLLEKTOR SCAN email: invoice-09903118@kollektor.fi
Sataman Teollisuuskiinteistö Oy 26426114 PL 100 80020 KOLLEKTOR SCAN email: invoice-26426114@kollektor.fi		

PLEASE NOTICE: The serial number (the number in bold under company name) must be on every invoice's address field, not only on the envelope.

Please send only invoices and related attachments to this address. All other material, e.g. catalogues letters and advertisements should be sent to Rautatehtaankatu 22, 20200 TURKU.

We would like to remind you that we do not accept invoices in any other way than described above. All paper invoices which are sent to Rautatehtaankatu 22, will be rejected. Also agreed payment terms will not come into effect until the invoice has been received by LST with correct invoicing details and in the correct format.

PDF format invoicing

You can also send PDF-format invoices via email to the addresses above, with the following requirements.

- The invoice has to be sent as an attachment in the email
- One invoice per file including all pages and attachments
- Multiple invoice files can be sent in one email. All files must have separate names
- Total size of the email cannot exceed 10Mb
- The PDF-files must be authentic PDF-documents version 1.3 or higher
- PDF-files cannot be protected with a password or locked in any other way
- The size of the document may not be greater than 210 x 297 mm
- The file name is not allowed to contain other characters than a-z, A-Z, 0-9.

If you have any questions related to invoicing, please contact: Tel. +358 2 5100344; email: info@lst.fi