



## UARctic Invoicing Instructions

We have transitioned to a fully digital invoicing process. Please follow the instructions below carefully to ensure that your invoices are processed without delay.

### Required on Every Invoice

#### 1. Recipient Details (must be included on the invoice):

UARctic Ry  
PL 38814679  
00019 SSC  
Finland

#### 2. Sender Details (must be included on the invoice):

- Name of your organization
- Address of your organization
- Invoice amount
- Your bank account number
- BIC / ABA / Transit number
- Reference details provided by UARctic

### How to Send Invoices

#### Email (If e-invoicing is not available):

Email Address: [fi-mailinvoice@postnordscanning.com](mailto:fi-mailinvoice@postnordscanning.com)

- Important Notes for Email Invoicing:
  - Only one invoice per email
  - PDF filenames must not contain special characters
  - The recipient address

#### E-Invoicing:

- E-Invoicing Address: 003730930786
- Operator ID: 003701150617
- Operator Name: PostNord Strålfors Oy

If you have any questions, please contact us at: [billing@uarctic.org](mailto:billing@uarctic.org)