23 Oct 2026

Dear partner,

We request invoices to be submitted as follows

1. The primary method of invoicing is e-invoice
   Our e-invoice and EDI operator is Opentext Oy.

Name	Business ID	VAT number	E-invoicing address (OVT code)	Operator ID Opentext Oy
Insta Group Oy	0154088-5	FI01540885	003701540885	003708599126
Insta Advance Oy	1597850-3	FI15978503	003715978503	003708599126
Insta ILS Oy	2565155-5	FI25651555	003725651555	003708599126
Insta Automation Oy	0680536-0	FI06805360	003706805360	003708599126
Insta Kinetics Oy	2394006-2	FI23940062	003723940062	003708599126
Goodwork Oy Finland	1053665-0	FI10536650	003710536650	003708599126
Mattila Porvoo Oy	1015734-3	FI10157343	003710157343	003708599126
PLC-Automation Oy	1000715-0	FI10007150	003710007150	003701150617
Apex Automation Oy	0948814-5	FI09488145	003709488145	003708599126

2. If you cannot submit e-invoices, you can send your invoice in PDF format as an e-mail attachment to: scanning.europe@liaison.com

   - If your invoice includes appendices, they must be included in the same PDF document as the invoice itself.
   - The invoicing address must always indicate the invoiced company's **serial number** (see point 3 below) as reference

3. For the time being, we also accept printed invoices send your invoice and its attachments to Operator's scanning service (excluding the PLC-automation Oy please see section 4)
   - The invoicing address must always indicate the invoiced company's **serial number**

Insta Group Oy Serial number 16804965 P. O. Box 861 FI-00019 SSC	Insta Advance Oy Serial number 16804973 P. O. Box 861 FI-00019 SSC	Insta ILS Oy Serial number 16805004 P. O. Box 861 FI-00019 SSC	Insta Automation Oy Serial number 16804981 P. O. Box 861 FI-00019 SSC	Insta Kinetics Oy Serial number 16812935 P. O. Box 861 FI-00019 SSC
Goodwork Oy Finland Serial number 16812471 P. O. Box 861 FI-00019 SSC	Mattila Porvoo Oy Serial number 16812463 P. O. Box 861 FI-00019 SSC	PLC-Automation Oy Serial number 16813073 P.O. Box 861 FI-00019 SSC	Apex Automation Oy Serial number 16813156 P. O. Box 861 FI-00019 SSC	

Invoice identifier data

- All invoices **must always** contain an identifier: **the order number, client's e-mail address, cost centre** or **project**

Incomplete invoices

- Incomplete invoices will be returned to the sender.

Contact information:

- Questions concerning the content of the invoice and payment must be addressed directly to the orderer.
- Technical questions related to e-invoicing can be send to sovellustuki@insta.fi.

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