Dear Valued Partner,

We process vendor invoices electronically and accept e-invoices.
Our e-invoicing operator is Maventa.

Our billing addresses will change on 11/1/2025.

Our e-invoicing address details are as follows:

Company information
Name: Management Events Studio Oy
Business ID: 2099583-4
E-invoicing address: 003720995834
Payment terms: Net 30 days
Please note that every invoice must include the name of the requester at ME Studio as well as the project number.

Routing details
Operator: Maventa
Operator ID: 003721291126
Operator ID when sent via the banking network: DABAFIHH

If you're unable to send invoices electronically, please mail paper purchase invoices to:

Management Events Studio Oy
20995834
PL 100
80020 Kollektor Scan

Please note: The reference number must appear in the address field on every invoice—not only on the envelope. Please use black text only. Please send only invoices with their attachments for scanning. Please do not use staples.

You may also email PDF invoices to:

invoice-20995834@kollektor.fi

Invoices must be sent as email attachments.
One invoice per file, including all pages of that invoice.
You may include multiple invoices in a single email. Each file must have its own filename. The maximum email size is 10 MB. PDF files must be true PDF documents, version 1.3 or later. PDFs must not be locked or password-protected. The document size may be up to 210 x 297 mm. Attachment names may include only standard characters: a-z, A-Z, 0-9.

Sincerely,

Management Events Studio Oy