Finnish Red Cross

INVOICING ADDRESS

01 2025

Invoicing address Finnish Red Cross Headquarters

Dear supplier,

The reception of purchase invoices addressed to Finnish Red Cross Headquarters (VAT number FI01169887) has been outsourced Basware.

We primarily accept electronic invoices:

Electronic invoice address: 00370116988701
Operator ID: BAWCFI22

We kindly ask that **all invoices** are sent with the following address details:

Suomen Punainen Risti – Keskustoimisto ++01++
PL 120
00026 Basware
Finland

Please note that the above billing address must always be visible on the invoice image when sending invoices via electronic, paper, or email methods. For paper invoices, receipts should be sent as separate attachments, as the scanning system cannot read stapled documents.

Invoices can also be sent in PDF format via email to suomenpunainenristi@bscs.basware.com. Each PDF file may contain only one invoice with its attachments. Attachments must not be sent as separate files from the invoice.

The invoice must always include the name of the contact person/unit in the reference information. This information is mandatory to direct the invoice to the correct person for review and approval. Invoices with incomplete information will be returned to the sender for correction.

In case of any questions, please do not hesitate to contact us by email sprostolaskut@redcross.fi

Best regards,

Accounts Payable Team
Headquarters
Finnish Red Cross

Finnish Red Cross

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Requirements for PDF Invoices in Basware's Scanning Service

PDF invoices sent to Basware's scanning service must meet the following criteria:

Email Sending:

- Add Basware's scanning service email address (suomenpunainenristi@bscs.basware.com) in the To field. Do not use the Cc or Bcc fields.
- Basware's scanning service sends a receipt acknowledgment for each received email. Therefore, no-reply email addresses should not be used.
- The message field in the email can be empty, as it will not be included (only the attachment is processed).
- Only invoices may be sent to the address; other materials will be deleted.
- The PDF file name must use the following characters: [A-Z], [a-z], [0-9], [.], [_] (no special characters or spaces are allowed in the file name).
- Empty files (file size 0) will be deleted.
- The total size of the email must not exceed 10 MB.
- The email may contain multiple PDF documents, but the maximum number is 100 PDFs.

Attachments:

- The invoice must be attached as a PDF file, with one file containing one invoice. Files sent in formats other than PDF will be rejected.
- Each PDF attachment must include only one invoice, meaning the invoice and its possible attachments must be scanned into a single PDF file. If attachments belonging to an invoice are sent as separate PDF files, the scanning service will treat them as separate invoices, potentially assigning them to the wrong company's billing system.
- The scanning system reads data directly from the invoice image, so the invoice must be addressed with the same billing addresses used for paper invoices.
- The due date must be clearly indicated in numeric format.
- Handwritten invoices are not accepted.
- The PDF version must be 1.4 or later.
- The PDF file must not require a password to open.
- The first page of the PDF must not be blank.
- PDF files scanned with a copier (image-based) must have a resolution of 300 dpi or higher.

Finnish Red Cross, Headquarters
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