



Invoicing Instructions for Suppliers

All Things Live Finland Oy (Business ID: 3008747-7) processes incoming purchase invoices electronically as e-invoices.

Invoices sent to ATL must be clear and easy to understand. They must include the relevant event/festival/artist, department, and orderer/contact person, as well as a clear description of the reason for invoicing and the goods or services to which the invoice relates.

Billing Address	E-invoicing Details
All Things Live Finland Oy Lintulahdenkatu 10 00500 Helsinki Y-tunnus: 3008747-7	ATL E-invoicing Details: 003730087477 Operator ID: 003721291126 Intermediary: Maventa

Payment Terms

Payment term: 30 days.

If you are unable to send e-invoices, we kindly ask you to send your invoices in PDF format to our invoice scanning service.

Email Scanning Address:
invoice-30087477@kolektor.fi

The invoice must be attached to the email as a PDF file. Each email may contain only one invoice and its related attachments. If the email contains files in addition to the invoice, these will be processed as attachments to that invoice.

Invoice Requirements	Content Requirements
<ul style="list-style-type: none">• We only accept electronic invoices (e-invoices).• Invoices must include all information required under applicable VAT legislation.• Invoices must be issued and submitted without delay once the goods have been delivered or the services have been provided.	<ul style="list-style-type: none">• The invoice must be addressed to All Things Live Finland Oy.• The supplier's official registered company name, as recorded in the Trade Register, and the supplier's Business ID (Y-tunnus) or VAT number must be stated on the invoice.• The supplier's bank account number must be included.• The invoice must have a unique invoice number (sequential identifier).• A description of the event being invoiced and the goods delivered or services provided must be clearly specified.• The invoice must include a VAT breakdown.• The total amount payable must be stated.• The invoice date must be included.• The due date must be specified.

Credit Notes

If the original invoice contains errors, the supplier must issue a credit note and submit a new corrected invoice. The credit note must clearly reference the original invoice number and include the relevant invoice reference details.

Questions?

If you have any questions regarding invoicing, please contact our invoicing team at:

invoicing.fi@allthingslive.com