

## SUPPLIERSLETTER

Space – Contemporary Digital Culture Center AB, CIN: 559206-7770

*As part of our environmental efforts, we manage supplier invoices electronically, either via e-invoice or as a PDF sent by email according to the address below. Invoices that do not follow the procedures below will not be processed.*

### Electronic invoices (EDI):

E-invoices should have the following setup:

E-invoice address: **5592067770** (CIN without hyphen)  
VAN operator: Crediflow  
Format: Svefaktura 1.0

#### EDI Working Approach



### PDF invoice by email:

Send PDF invoices to [gem@pdf.attest.nu](mailto:gem@pdf.attest.nu)



**Note** that the email above is only used for invoices and invoice attachments.  
Do not send order confirmations, reminders, or other questions to this address.

Only one invoice including attachments in each individual PDF.  
Multiple PDF files can be sent in the same email.

### Important invoice content

The following information is needed on the invoice for us to be able to process it, otherwise the invoice will be returned to you.

- Our reference: name, and if applicable department
- Our company's GEM number: **GEM 7365592067774**
- The following address on the invoice  
SPACE – Contemporary Digital Culture Center AB  
GEM 7365592067774Box 171  
831 22 Östersund

For payment reminders or any other concerns please contact [ekonomi@pophouse.se](mailto:ekonomi@pophouse.se)

Please contact us if there are any questions.

Kind regards,  
Space – Contemporary Digital Culture Center AB  
Finance department  
[ekonomi@pophouse.se](mailto:ekonomi@pophouse.se)

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### Instructions for automatic PDF-service.

Attest.nu offers an automated service for receiving invoices in PDF-format which are created automatically through your invoicing system.

In order to use this service invoices should be emailed to [gem@pdf.attest.nu](mailto:gem@pdf.attest.nu)

#### Requirements:

- Invoice as well as appendices needs to be in PDF-format and included in the same file.
- Invoices must be marked with receiver code.
- The black & white file must be 300x300 dpi for best quality.
- The receiver must be disclosed or the file will not be processed i.e. if it says "undisclosed recipients" it will be returned to you. This is for security purposes as we must be able to verify the sender. The above email address must be disclosed in the "to" field.

#### The "fine print", if you want additional information:

- Any text in the email **will not** be read as this is an automated service.
- If you set up your email to "automatic reply" you will be notified what files we have received and which we can or cannot process.
- The service can be used by you as well as your vendors.

For additional information please email [support@attest.nu](mailto:support@attest.nu)