Name of accounting unit/agency Date

Dear supplier,

”Name of accounting unit / agency” now only accepts e-invoices and requires that the order number / agreement number / posting reference / procurement agreement identifier is stated on the invoice
*(The accounting unit selects the correct option on a case-by-case basis and removes unnecessary items from the heading)*

“Name of accounting unit/agency” only accepts, processes and archives invoices in electronic form. Please ensure that in the future, your electronic invoices must be compliant with the European Standard and be submitted electronically via the central government e-invoicing service operator.

**Our e-invoicing details are as follows:**

E-invoicing address/EDI identifier: 0037XX

Peppol e-invoicing address: 0037:XX

**Operator OpusCapita Solutions Oy**
**Operator ID E204503**

Business ID: XX

VAT number FIXX

***(Depending on the recipient, the accounting unit should select the necessary options for the letter body from the following four options. In case of a supplier who is not required to provide posting data, the section concerning the order number / agreement number / posting reference / procurement agreement identifier will not be needed. The accounting unit should delete unnecessary sections from the letter. The accounting unit should also change the information in the template header, which includes the record number of the State Treasury’s instruction).***

**Order number beginning with V1**

We require our suppliers to show order numbers on their invoices so that our invoice processing system can automatically allocate the invoice to the relevant order. The first characters of an order number are always V1. The order number is primarily indicated in the ‘order number’ field on the invoice (the OrderIdentifier in Finvoice XML). In exceptional situations the data may be indicated in the ‘Buyer’s reference/your reference’ field (BuyerReferenceIdentifier in Finvoice XML). In addition to the order number, the invoice must show the name of the customer’s contact person. Each invoice may only contain the information belonging to a single order.

No other information should be included with the order number. In addition to being shown in a visual image of the e-invoice, the order number should also be included in the XML file generated from the invoice. The XML format of the e-invoice contains the invoice contents in an electronic format, which is normally not visible to the invoicer. You should check with your invoicing system supplier that the order number is included in the XML file generated from the invoice. If you are using the Handi supplier portal or Basware’s e-invoicing service, the order number is included in the invoice XML file.

**Agreement number beginning with VSK1**

We require that the invoice includes the agreement number beginning with VSK1 as provided by the accounting unit / agency so that our invoice processing system can automatically allocate the invoice to the relevant agreement. The invoicing-related agreement number beginning with VSK1 must be entered in the field ‘Buyer’s reference’ (BuyerReferenceIdentifier in Finvoice XML).

No other information should be included with the agreement number. In addition to being shown in a visual image of the e-invoice, the agreement number should also be included in the XML file generated from the invoice. The XML format of the e-invoice contains the invoice contents in an electronic format, which is normally not visible to the invoicer. You should check with your invoicing system supplier that the agreement number is included in the XML file generated from the invoice. If you are using the Handi supplier portal or Basware’s e-invoicing service, the agreement number is included in the invoice XML file.

**Posting reference beginning with TK1**

We require our suppliers to show posting references on their invoices so that our invoice processing system can automatically post the purchase invoice. The first characters of the posting reference are always TK1. The posting reference should primarily be entered in the ‘posting reference’ field (AccountDimensionText in Finvoice XML). If your invoicing system does not support this field, in exceptional cases the posting reference may be entered in the field ‘Buyer’s reference/your reference’ (BuyerReferenceIdentifier in Finvoice XML). In addition to the posting reference, your invoice must include the name of the customer’s contact person. Each invoice may only include one posting reference.

No other information should be included with the posting reference. In addition to being shown in a visual image of the e-invoice, the posting reference should also be included in the XML file generated from the invoice. The XML format of the e-invoice contains the invoice contents in an electronic format, which is normally not visible to the invoicer. You should check with your invoicing system supplier that the posting reference is included in the XML file generated from the invoice. If you are using the Handi supplier portal or Basware’s e-invoicing service, the order number is included in the invoice XML file.

**Procurement agreement identifier**

The procurement agreement identifier used between the agency and the supplier must be entered in the e-invoice message’s field ‘agreement number’ (AgreementIdentifier in Finvoice XML).

**Paper invoices will be returned to the sender unpaid**

In Finland each eInvoice sender and receiver has own representative called intermediator that can be a Finnish bank or operator which is responsible for handling and delivering sender and receiver’s eInvoicing delivery process. These operators and banks have bilateral interconnection between each other (a four-corner model), which then composes so called open eInvoice network.

OpusCapita is the Finnish Government’s e-invoicing service provider. If your service provider has an agreement with OpusCapita on sending e-invoices, you can send the invoices to Finnish government agencies via OpusCapita. It is also possible to send the invoices to government agencies using the Peppol network. If you are not able to send the e-invoice through the above channels, you can create an e-invoice free of charge using the Handi Supplier Portal and Basware Supplier Portal.

Central government will not sign contracts on receiving e-invoices with any other service provider. We will not accept invoices sent by e-mail, only e-invoices submitted using the e-invoicing system (Directive 2014/55/EU on electronic invoicing in public procurement and Act 241/2019). Incorrect invoices will also be returned to sender.

Any faulty or inadequate invoices or invoices sent on paper are returned. The accounting unit shall not be responsible for any costs arising from delayed payments in cases where the original invoice was inadequate or the supplier was otherwise in breach of their contract.

**Handi Supplier Portal**

If you do not yet have an e-billing system, you can use the Finnish Government’s e-billing service Handi to produce and send invoices. To start using the Handi portal, you must contact the agency contact person or purchaser and provide them with an e-mail address, where the invitation to the portal is to be sent. In the future, this e-mail address serves as your system administrator ID, which you can use to create new user IDs in the portal. The agency that you are about to send an invoice to will create a supplier invitation to the Handi service. The Finnish Government Shared Services Centre for Finance and HR (hereinafter referred to as Palkeet) performs a technical check-up before the invitation is sent. You will receive a login link and further information on the supplier portal via e-mail. If you have never supplied anything to central government agencies before, we will be asking for your company information in connection with registration. Please fill in this information and submit it to Palkeet. You will be given the final link to the supplier portal once Palkeet has saved your supplier details into the financial control system.

The login link in the portal invitation is valid for 96 hours. If the link has expired, Palkeet will send you a new link upon request. Palkeet also monitors supplier invitations that have not been responded to and sends new links. Please refer to handitoimittajapalvelu(at)palkeet.fi or Palkeet customer support, tel. +358 2955 64 060 during service hours (Mon–Fri 8 am–4.15 pm) for any issues concerning the implementation of the Handi supplier portal.

**Basware Supplier Portal**

If your organisation does not yet have an e-invoicing system, you can use the Basware e-invoicing service (Supplier Portal) to produce and send e-invoices. This service is currently offered free of charge. To log on to the Basware portal and to find out more about using it, please visit [https://www.valtiokonttori.fi/en/services/public-administration-services-2/public-administration-services/invoicing-the-state/#invoicing-the-state/](http://www.valtiokonttori.fi/en/service/government-electronic-invoicing-website/).

**Invoice attachments**

You can also use the e-invoicing service to submit attachments to invoices in the electronic format. We recommend that you use the pdf format for such attachments.

**Consolidated invoice**

Traditionally, a consolidated invoice is an invoice that charges several agreements or orders in invoice lines. This kind of invoice is not suitable for invoicing according to the European standard, because in an invoice according to the European standard it is not possible to tell the number of each order or agreement per invoice row (row-level information).

Several deliveries can be invoiced with an invoice according to the European standard, if the deliveries in question have been ordered with the same purchase order number or agreement number per invoice (header-level information). If the invoice does not have a header-level agreement number or order number, then all separate orders must be invoiced with individual invoices.

For more information on questions related to invoice contents, please contact

“Name”

“Telephone”

“E-mail address”

Kind regards,

“Name”

“Title”