

Dear supplier,

13.5.2024

The Natural Resources Institute Finland now only accepts e-invoices and requires that the order number / agreement number is stated on the invoice

The Natural Resources Institute Finland 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: | 003702446292000 |
| Peppol e-invoicing address: | 0216:003702446292000 |
| Operator | Posti Messaging Oy |
| Operator ID | FI28768767 |
| Business ID: | 0244629-2 |
| VAT number | FI02446292 |

Posting information to be shown on the invoice:

| | |
|-----------------------------------|--|
| Address | PL 97915, 01051 Laskut, Finland |
| Reference | Order number V19XXXXX |
| | or |
| | Contract number VSK1XXXXX |
| Name of customer's contact person | |

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.

Paper invoices will be returned to the sender unpaid

In Finland each eInvoice sender and receiver has own representative called intermediary 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](mailto: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/government-e-invoices/invoicing-the-state/#invoicing-the-state>

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.

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

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Kind regards,

Sari Kiviaho

Principal specialist