Invoicing instructions for suppliers

The Western Uusimaa Wellbeing Services County (**business ID 3221347-3**) processes received purchase invoices as e-invoices. Issued invoices must be written in clear language and indicate the reason for the invoices and the exact recipient of the invoice.

Electronic invoicing information	Invoicing address
E-invoicing address: **003732213473** Operator ID: **003703575029** VAT number: **FI32213473** Operator: CGI Suomi Oy	Länsi-Uudenmaan hyvinvointialue 003732213473 PL 299 02066 DOCUSCAN

Requirements for invoices

Incorrect or incomplete invoices or invoices that do not comply with these invoicing instructions will be returned to the sender.

1. As a general rule, the Western Uusimaa Wellbeing Services County only accepts e-invoices. Instructions for issuing e-invoices via the supplier portal are provided below.
2. Invoices must include an order reference and/or procurement number, if one has been provided, or the name of the contact person who ordered the product or service.
3. Invoices for clients with a payment commitment must include the number of the payment commitment.
4. Invoices containing personal details must be sent encrypted.
5. Invoices addressed to the Western Uusimaa Wellbeing Services County must have the invoice details determined in the legislation related to value-added tax.
6. Consolidated invoices are not allowed, the supplier must issue an invoice per unit/location (not several cost pools on the same invoice). Aggregate invoices, which contain, e.g., one unit's orders for the entire month on the same invoice, are allowed.
7. The sum of the itemised rows must equal the final sum of the invoice.
8. The final sum of the invoice in total, with taxes included, must be entered with two decimals.
9. The business ID included on the invoice must be the business ID of the supplier from which the goods/services were procured. If the invoice is issued by a third party, it must include the business ID of the original supplier.
10. The Western Uusimaa Wellbeing Services County will not accept invoice files or images sent by fax or email.

Payment term

Unless otherwise agreed, the payment term is 30 days. Separate invoicing fees will not be accepted.

Using the supplier portal for e-invoicing

If you do not have the option of issuing an e-invoice from an invoicing system, you can use Sarastia's free-of-charge supplier portal instead. To register for the supplier portal, you will need to order a username at https://asiakaspalvelu.sarastia.fi/lomakkeet/laskuportaalin-tukipyynto/

Issuing an e-invoice will speed up the payment of the invoice.

Instructions for using the supplier portal are available at:
https://www.sarastia.fi/ohjeet-laskuttajalle/

Content requirements of purchase invoices addressed to the Western Uusimaa Wellbeing Services County

We follow the general invoicing instructions of the Finnish Tax Administration. Each invoice must include the following mandatory information:

1. The invoice must be addressed to the Western Uusimaa Wellbeing Services County
2. The supplier's official trade name by which the supplier is listed in the Finnish Trade Register or the Finnish Tax Administration's registry, and the supplier's business ID or VAT number
3. The supplier's account number
4. Invoice number (continuous identifier)
5. Description of the invoiced transaction (the goods or service supplied)
6. Quantity and unit of the invoiced transaction (e.g. 5 hours or 5 pieces)
7. If the invoice concerns procured goods, it must include the delivery address
8. The order reference provided by the orderer
9. The name of the ordering unit (e.g. cost centre data) and the procurement number
10. VAT specification

    When a service provider supplies VAT-exempt goods or services, relating to healthcare, medical care or social welfare to a municipality or wellbeing services county, the invoice must include the note "Supply referred to in section 34 of the Value Added Tax Act" in the case of healthcare or medical care, and respectively, "Supply referred to in section 37 of the Value Added Tax Act" in the case of social welfare.
11. Sum in total
12. Invoice date
13. Due date
14. Interest for late payment is determined based on the Interest Act valid at the time

Content of e-invoices

The information content of e-invoices must be entered in the relevant fields in accordance with the e-invoicing standard. The most common e-invoicing formats used in Finland that are compliant with the European e-invoicing standard are Finvoice 3.0 and TEAPPSXML 3.0.

Information content	Finvoice 3.0 e-invoice field name	TEAPPSXML 3.0 e-invoice field name	Example content
Order number generated by the Western Uusimaa Wellbeing Services County's ordering system, recorded for the order	OrderIdentifier	ORDER_NUMBER	Customer's order number / Your reference / Purchaser's order number: LU1000001
Purchase contract number, which is provided as a separate part of the order (e.g. via email)	AgreementIdentifier	Contract_Number	Contract number: LUVN123456
In the absence of an order number, include the Western Uusimaa Wellbeing Services County's invoicing reference information instead: the cost centre and potential other information			Your reference: KP 9633010001 Äitiys- ja lastenneuvola
Name of the Western Uusimaa Wellbeing Services County's orderer	BuyerContactPersonName	CONTACT_PERSON	Name of the buyer's contact person: Ricky Recipient
Encryption of e-invoice	InvoiceClassification/ ClassificationCode Attachment: AttachmentSecurityClass	HEADER/SECURITY_DETAILS/ SECRECY_CLASS Attachment: IMAGE_CONTROL/ SECURITY_DETAILS/SECURE_CLASS	t.ex. SEI01 tai SE102

Invoice attachments

As a rule, any attachments must always be provided with the e-invoice. Including attachments as links is not allowed.

Credit notes

If the original invoice is incorrect, the supplier must issue a credit note for it and a new invoice with the correct information. The credit note must include the number and reference information of the original invoice. We do not accept late payment interest for delayed payments caused by an incorrect invoice or a pending complaint process.