

06.04.2020

Valid invoicing addresses for Tampere University Foundation (suppliers outside of Finland)

Tampere University Foundation sr (Tampere University) **prefers to receive invoices electronically.**

Our valid invoicing addresses for suppliers located outside of Finland:

Electronic invoicing address	Paper invoicing address	Email invoicing address
Tampere University Foundation sr Name of faculty/unit FI-33014 Tampere University EDI ID: 003728445618 e-invoice operator: CGI Operator ID: 003703575029 VAT FI28445618	Tampere University Foundation sr Name of faculty/unit PO Box 774 FI-00074 CGI Finland	Tampere University Foundation sr Name of faculty/unit PO Box 774 FI-00074 CGI Finland EN: purchaseinvoices.fi@cgi.com One invoice/pdf Max 10 invoices/email

Invoices must be sent to a single invoicing address and no copies are provided for informational purposes. The VAT number of Tampere University must be displayed in the invoice.

When the order was placed, the supplier will have been provided with the following details for the **Reference** field

- Cost centre / project number / internal order number
- HAN number / contract or order number

When the order was placed, the supplier will have been provided with the following details for the **Contact person** field

- First and last name of the person who placed the order

Please update all records where Tampere University Foundation is the customer with the valid invoicing details. Please be aware that invoices displaying the old invoicing details (Tampere University of Technology, VAT FI22861063; or the University of Tampere, VAT FI01556684) will no longer be accepted.

Incoming invoices that contain incomplete or inaccurate information cannot be processed.

All invoice attachments must be in PDF format. Only invoices may be sent to the electronic invoicing address; any other materials sent to the address will not be forwarded to the correct recipient.

Electronic invoices and their attachments may not contain any confidential information, such as personal identity codes or other personal data (such as information concerning the health or salary of an individual). If it is necessary to provide confidential information for invoicing purposes, the supplier and customer must separately agree on the confidential processing of such information.

Please be sure to send only invoices and invoice attachments to the invoicing address. All goods, supplies and other materials must be delivered to the University's postal addresses.

Send all questions about invoicing by email to ostolaskut@tuni.fi.

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