

## Invoicing addresses for Tampere University of Applied Sciences Ltd

Invoices have to be addressed to Tampere University of Applied Sciences Ltd (business ID 1015428-1). Telia Finland Oyj act as the communication service provider and CGI as the e-invoice operator for Tampere University of Applied Sciences.

### Reference data for invoices

All incoming invoices have to include the following data:

1. Reference field: cost centre/project number/investment number/order number for accounting
2. Order number in the e-form system
3. Contact person field: orderer's name
4. Contract number: if applicable

We primarily accept e-invoices. We also request that if you send invoices via email or on paper, the invoicing PO Box address must always be visible on the image of the invoice. If the official invoicing address is not visible on the image of the invoice, it cannot be processed at the scanning center

All attachments of e-invoices must be submitted as PDF documents. Please note that the invoicing address is only meant for sending invoices and any other materials are not forwarded. The sender of the invoice must ensure that the invoice contains the required invoicing details and update the data to their client register. **Any invoices with insufficient invoicing address information will be returned to the sender.**

### Invoicing addresses for Tampere University of Applied Sciences Ltd are:

E-invoicing address	Paper invoicing address	Email Invoicing address
Tampere University of Applied Sciences Ltd EDI ID: 003710154281 E-invoice operator: CGI Operator ID: 003703575029  VAT NO FI10154281	Tampere University of Applied Sciences Ltd P.O. Box 781 00074 CGI Finland	Tampere University of Applied Sciences Ltd PO box 781 00074 CGI  purchaseinvoices.fi@cgi.com  One invoice/pdf max 10 invoices/email

### Further information on invoice processing

For further information on invoice processing and the supplier portal, please contact the customer service of Certia Oy, the service centre for Tampere University of Applied Sciences.

- [osto@certia.fi](mailto:osto@certia.fi)
- +358 (0)40 300 2520 (weekdays 8 am – 4 pm)

Best regards,  
Tampere University of Applied Sciences Ltd