

01.02.2022

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

Invoices have to be addressed to Tampere University Foundation sr (Tampere University) (VAT FI28445618). Suppliers must be instructed to send their invoices directly to the invoicing address and not to provide copies for informational purposes. The VAT number of Tampere University must be displayed in the invoice.

Tampere University Foundation sr (Tampere University) **prefers to receive invoices electronically. Incoming invoices that contain incomplete or inaccurate information cannot be processed.** The sender of the invoice must ensure that the invoice contains the required invoicing details and update the data to their client register.

There are three different ways to send invoices (suppliers outside Finland):

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

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 if in use for investments / 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

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.

All goods, supplies and other materials must be delivered to the University's postal addresses.

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

osto@certia.fi

+358 (0)40 300 2520 (weekdays 8 am – 4 pm)