

13.5.2024

Dear supplier,

Prime Minister's Office (Valtioneuvoston kanslia) now only accepts e-invoices

Prime Minister's Office 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:	003702459755
Peppol e-invoicing address:	0216:003702459755
Operator:	Posti Messaging Oy
Operator ID:	FI28768767
Business ID:	0245975-5
VAT number	FI02459755

Including posting information in an e-invoice

Our requirement is that e-invoices contain posting information: an order number or a contract number, which will enable our automated invoice processing system to handle the invoice. The customer will provide the posting information to be included in the invoice. Please add this posting information to the invoice exactly in the indicated form and enter it in the correct field of the xml invoice. Any minor errors in the posting information, other text, or characters or spaces not included in the posting information added after it will prevent the use of automated invoice processing. Please also include the name of the customer's contact person in the xml message of the invoice.

The central government uses the Finvoice 3.0 e-invoicing format, in which the correct information fields for the posting information and contact person are the following:

- Contract number (starting with VSK1) in the BuyerReferenceIdentifier field
- Contract number (starting with VN/) in the AgreementIdentifier field
- Contact person in the BuyerContactPersonName field

Please check with your software supplier that the requested information can be entered in the correct fields of the e-invoice.

Terms of payment

Please comply with the payment term of 21 days in your invoices. This term is based on the [General terms of Public Procurement in Service and Supply Contracts](#) published by the Finnish Ministry of Finance. Under these terms, an e-invoice is due 21 days after the receipt of a valid invoice.

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.

Posti Messaging is the Finnish Government's e-invoicing service provider. If your service provider has an agreement with Posti Messaging on sending e-invoices, you can send the invoices to Finnish government agencies via Posti Messaging. 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@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/public-administration-services-2/public-administration-services/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 taloushallinto.vnk@gov.fi