



RELEASE  
13.5.2024

Dear suppliers,

**THE SÁMI EDUCATION INSTITUTE NOW ONLY ACCEPTS E-INVOICES AND REQUIRES THAT THE ORDER NUMBER / AGREEMENT NUMBER / POSTING REFERENCE / PROCUREMENT AGREEMENT IDENTIFIER IS STATED ON THE INVOICE**

The Sámi Education 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:	003702447674
Peppol e-invoicing address:	0216:003702447674
<b>Operator</b>	<b>Posti Messaging</b>
<b>OyOperator ID</b>	<b>FI28768767</b>
Business ID:	FI02447674
VAT number	27697901

**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.

OpusCapita is the Finnish Government's e-invoicing service provider. If your service provider has an agreement with OpusCapita on sending e-invoices, you can send the invoices to Finnish government agencies via OpusCapita. 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**



Saamelaisalueen koulutuskeskus  
Sámi oahpahušguovddáš  
Säämi máttááttáskuávdáš  
Sää'm škooultemkõõskõs

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\(at\)palkeet.fi](mailto:handitoimittajapalvelu(at)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/government-e-invoices/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.

### **Consolidated invoice**

Traditionally, a consolidated invoice is an invoice that charges several agreements or orders in invoice lines. This kind of invoice is not suitable for invoicing according to the European standard, because in an invoice according to the European standard it is not possible to tell the number of each order or agreement per invoice row (row-level information).

Several deliveries can be invoiced with an invoice according to the European standard, if the deliveries in question have been ordered with the same purchase order number or agreement number per invoice (header-level information). If the invoice does not have a header-level agreement number or order number, then all separate orders must be invoiced with individual invoices.

For more information on questions related to invoice contents, please contact:

[laskutus@sogsakk.fi](mailto:laskutus@sogsakk.fi)