CITY OF OULU, INVOICING INFORMATION, SUPPLIERS

Addressing invoices to the City of Oulu, changes to invoicing information as of 2nd of May 2022

The City of Oulu (Business ID 0187690-1, VAT number FI01876901) receives only electronic invoices or invoices submitted free of charge through the Supplier Portal. In the invoice it must be stated that it is addressed to the City of Oulu. Furthermore, the invoice must indicate the name of the branch of administration or the public utility in the City of Oulu to which the invoice has been addressed. Costs and expenses related to separate branches of administration and public utilities cannot be combined in the same invoice.

Invoicing addresses vary per branches of administration and public utilities:

Invoicing address in respect of the following branches of administration and public utilities will change as of 2nd of May 2022:

- **Oulun kaupunki/City of Oulu** (mandatory)
- **Name of the branch of administration or public utility, see the list below** (mandatory)
- **EDI ID, which varies, see the list below** (mandatory)
- **PL (PO Box) 5016** (mandatory)
- **02066 DOCUSCAN** (mandatory)

Forwarding information on electronic invoices:
E-invoicing operator: CGI Suomi Oy (CGI Finland Ltd)
Operator code: 003703575029
An e-invoice address of the invoice addressee (EDI ID) varies based on the branches of administration and public utilities:

- **Central Administration**: 0037018769011107
- **Educational and Cultural Services**: 003701876901110
- **Urban and Environmental Services**: 0037018769011106
- **Building Control Services**: 0037018769011106
- **Public Utility Business Oulu**: 003701876901300
- **Public Utility Oulun Tilapalvelut (Facility Services of Oulu)**: 00370187690145
- **Public Utility Oulun Infra (Oulu’s Infra)**: 00370187690146
Submitting electronic invoices through the Supplier Portal to the above-mentioned branches of administration/public utilities:

In the event that Your business cannot submit electronic invoices, these can be generated free of charge to the City of Oulu through the Supplier Portal.
If You want to start using this service, please contact first ouka.ostoreskontra@monetra.fi. You shall be provided with access right by e-mail (e-mail sender is the Supplier Portal of CGI) and after that You can log in to the Supplier Portal at https://www.laskuhotelli.fi/ portaali. Please, fill in first your business information on the Settings tab, after which You can create an invoice. Instructions for the use of the Portal can be found at https://www.monetra.fi/oulu/jarjestelmaohjeet/

There shall be no changes in invoicing addresses in respect of the following branches of administration and public utilities:

Welfare Services:
Oulun kaupunki (City of Oulu)
Welfare Services
Serial number 16804452
PL (PO Box) 861
00019 SSC

Forwarding information on electronic invoices:
E-invoicing operator: Basware Oyj (Basware Corporation)
Operator code: BAWCFI22
E-invoice address (EDI ID): 0037018769011102

Invoices in respect of the clients with social assistance or with payment commitment in the City of Oulu shall ALWAYS be submitted as PAPER INVOICES. See more detailed instructions: https://www.ouka.fi/oulu/asiointi-ja-neuvonta/laskutusosoitteet

Public Utility Oulu-Koillismaan pelastusliikelaitos (The Rescue Department of Oulu-Koillismaa):
Oulun kaupunki (City of Oulu)
Public Utility Oulu-Koillismaan pelastusliikelaitos (The Rescue Department of Oulu-Koillismaa)
Serial number: 16804494
PL (PO Box) 861
00019 SSC

Forwarding information on electronic invoices:
E-invoicing operator: Basware Oyj (Basware Corporation)
Operator code: BAWCFI22
E-invoice address (EDI ID): 003701876901230
Submitting electronic invoices through the Supplier Portal to Welfare Services or the Public Utility Oulu-Koillismaan pelastusliikelaitos (The Rescue Department of Oulu-Koillismaa):

In the event that Your business has no opportunity to submit electronic invoices through Your own system, we shall provide You with a Supplier Portal maintained by Basware. Through the browser-based Supplier Portal You can submit invoices to us as electronic invoices free of charge. A Business ID is required for the purpose of using the Supplier Portal, that is, it is for businesses. You can register as a new supplier in the Supplier Portal at https://portal.basware.com/open/supplier. Choose the branch of administration or public utility that You are going to invoice.

Invoice reference information:

Invoices must always include the reference information provided by the buyer/customer when ordering, on the basis of which the invoice can be directed to the appropriate person for checking. In the event that the invoices do not include the necessary information, they can be returned to sender. The correct invoicing information enables the invoices to be paid in time.

- establishment code (for example Kaakkurin koulu/the Kaakkuri School or Oulun Sinfonia/the Oulu Symphony Orchestra) or alternatively delivery address or postal address
- name of the person who will check the invoice (primarily in the field Your Reference)
- information on the cost centre or project (primarily in the field Your Reference)
- order number, the order number indicated by the buyer/customer (for example OSTAxxxxxxxxxxxx). One invoice may contain only one order number.
- agreement number, in the event that the invoice is based on the agreement reached.

Other post:

Any other post, such as agreements and invoices containing confidential information, should be sent on paper to the address specified by the buyer/customer.

Our purchase invoices are processed at Monetra Oulu Oy, the Service Centre for Financial Administration and Human Resources Management. We are happy to provide further information and You can contact us by sending an e-mail to ouka.ostoreskontra@monetra.fi