

## CITY OF OULU INVOICING INSTRUCTIONS

6 Nov 2014

The City of Oulu (Business ID 0187690-1, VAT number FI01876901) accepts **only e-invoices** (City Board decision 24 May 2010 §35). If you are unable to send e-invoices from your invoicing system, you can deliver your invoices electronically through the Supplier Portal (see number 2). The supplier portal requires a business ID. THE CITY ONLY ACCEPTS PAPER INVOICES IN EXCEPTIONAL CASES.

**THE CITY OF OULU INVOICING ADDRESSES WILL CHANGE ON THE 1<sup>ST</sup> OF DECEMBER 2014.** THE INVOICING ADDRESSES ARE LISTED AT THE END OF THIS BULLETIN.

NB! Do not combine bills to different city departments or public utilities in one invoice. **The invoices must always include as reference all the relevant information given by the unit who has placed the order, e.g. order number or the name of the person to check the invoice.** Do not send contracts, invitations, brochures or advertising to the invoicing addresses but deliver them to the delivery addresses of the purchaser.

The purchase invoices and accounts payable are managed by human resource and financial administration service centre Monetra Oy. If you have questions concerning purchase invoices please email [ouka.ostoreskontra@monetra.fi](mailto:ouka.ostoreskontra@monetra.fi) or call the accounts payable service number +358 44 703 0770.

### 1. E-invoicing information

**eInvoice operator: Basware Oyj**  
**Operator code: BAWCFI22**  
**E-invoicing address OVT code: OVT codes for each department/ public utility service (page 2)**

### 2. Sending invoices through the supplier portal

If your company is not able to send e-invoices we offer you the opportunity to use the Supplier portal maintained by Basware. Through this browser based Supplier portal you can deliver your invoices to us in electronic format easily, without any charge.  
You can register as a new supplier in the Supplier portal at <http://bsp.basware.com>  
Select the department or the public utility that you are invoicing.

### 3. Invoicing address

**City of Oulu (obligatory)**  
**Name of the department or public utility service (obligatory)**  
**An eventual department determiner (e.g. Oulu-Opisto)**  
**The department / public utility serial number (obligatory)**  
**PO BOX 861**  
**00019 SSC**  
**FINLAND**

More detailed invoicing addresses below.

The invoicing address must be shown in the recipient field of the invoice both in the e-invoice and in the paper invoice. The detailed addresses of the departments are at the end of this bulletin. If you cannot include the determiner in the invoicing address, it must appear somewhere else on the invoice.

Only invoices and requests of payment can be mailed to the address above. Other materials (such as brochures or price lists) must be sent to the delivery addresses.

## CITY OF OULU INVOICING ADDRESSES AND OVT CODES BY DEPARTMENT/PUBLIC UTILITY:

NB! The name of the person who first shall check and post the invoice must appear as invoice reference

City of Oulu units that invoices can be sent to:

<b>Unit</b>	<b>Invoicing address</b>	<b>OVT code</b>
<b>CORPORATE SERVICES</b>	City of Oulu Konsernipalvelut (Corporate services) Name of the service area, e.g. Administration/Finances/ Human resources/Development Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
<b>CENTRAL MUNICIPAL ELECTION BOARD</b>	City of Oulu Keskusvaalilautakunta (Central municipal election board) Jukka Lampén Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
<b>CITY COUNCIL</b>	City of Oulu Kaupunginvaltuusto (City council) Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
<b>CITY BOARD</b>	City of Oulu Kaupunginhallitus (City board) Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
<b>AUDIT COMMITTEE AND UNIT OF EXTERNAL AUDIT</b>	City of Oulu Tarkastuslautakunta (Audit committee) If necessary: Unit of External Audit Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110

## EDUCATION AND CULTURAL SERVICES

### Early childhood education services

City of Oulu 003701876901110  
Sivistys- ja kulttuuripalvelut (Education and cultural services)  
Varhaiskasvatuspalvelut (Early childhood education services) /Unit (e.g. name of day-care centre)  
Serial number 16804577  
PO BOX 861  
00019 SSC  
FINLAND

### Basic education and youth services

City of Oulu 003701876901110  
Sivistys- ja kulttuuripalvelut (Education and cultural services)  
Perusopetus- ja nuorisopalvelut (Basic education and youth services) /Unit (e.g. name of school)  
Serial number 16804577  
PO BOX 861  
00019 SSC  
FINLAND

### Upper secondary, liberal adult education and basic art education

#### Upper secondary schools

City of Oulu 003701876901110  
Sivistys- ja kulttuuripalvelut (Education and cultural services)  
Upper secondary school (name of school)  
Serial number 16804577  
PO BOX 861  
00019 SSC  
FINLAND

#### Conservatory

City of Oulu 003701876901110  
Sivistys- ja kulttuuripalvelut (Education and cultural services)  
Konservatorio  
Serial number 16804577  
PO BOX 861  
00019 SSC  
FINLAND

#### Oulu-Opisto Adult Education Centre

City of Oulu 003701876901110  
Sivistys- ja kulttuuripalvelut (Education and cultural services)  
Oulu-Opisto  
Serial number 16804577  
PO BOX 861  
00019 SSC  
FINLAND

#### Art school

City of Oulu 003701876901110  
Sivistys- ja kulttuuripalvelut (Education and cultural services)  
Taidekoulu (Art school)  
Serial number 16804577  
PO BOX 861  
00019 SSC  
FINLAND

#### Sport services

City of Oulu 003701876901110  
Sivistys- ja kulttuuripalvelut (Education and cultural services)  
Liikuntapalvelut (Sport services)  
Serial number 16804577  
PO BOX 861  
00019 SSC  
FINLAND

<b>Unit</b>	<b>Invoicing address</b>	<b>OVT code</b>
Cultural services		
Cultural administration	City of Oulu Sivistys- ja kulttuuripalvelut (Education and cultural services) Kulttuurihallinto (Cultural administration) Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
Cultural centre Valve	City of Oulu Sivistys- ja kulttuuripalvelut (Education and cultural services) Kulttuuritalo Valve Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
Library services	City of Oulu Sivistys- ja kulttuuripalvelut (Education and cultural services) Kirjastopalvelut (Library services) Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
Oulu Symphony	City of Oulu Sivistys- ja kulttuuripalvelut (Education and cultural services) Oulu Sinfonia Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
Museum and science centre Luuppi Kierikki Oulunsalo local museum Pateniemi Sawmill museum Northern Ostrobothnia Museum Oulu Museum of Art Tietomaa Science Centre Turkansaari Open-Air Museum	City of Oulu Sivistys- ja kulttuuripalvelut (Education and cultural services) Museo- ja tiedekeskus Luuppi Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
Events and urban culture	City of Oulu Sivistys- ja kulttuuripalvelut (Education and cultural services) Tapahtumat ja kaupunkikulttuuri (Events and urban culture) Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110
Expert services	City of Oulu Sivistys- ja kulttuuripalvelut (Education and cultural services) Asiantuntijapalvelut (Expert services ) Serial number 16804577 PO BOX 861 00019 SSC FINLAND	003701876901110

Projects City of Oulu 003701876901110  
Sivistys- ja kulttuuripalvelut (Education and cultural services)  
Hankkeet (Projects)  
Serial number 16804577  
PO BOX 861  
00019 SSC  
FINLAND

Unit	Invoicing address	OVT code
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## URBAN AND ENVIRONMENTAL SERVICES

Zoning	City of Oulu Yhdyskunta- ja ympäristöpalvelut (Urban and environmental services) Asemakaavoitus (Zoning) Serial number 16804445 PO BOX 861 00019 SSC FINLAND	0037018769011106
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Street and garden services	City of Oulu Yhdyskunta- ja ympäristöpalvelut (Urban and environmental services) Katu- ja viherpalvelut (Street and garden services) /if necessary: Pysäköinninvalvonta tai Joukkoliikenne (Parking control or Public transport services) Serial number 16804445 PO BOX 861 00019 SSC FINLAND	0037018769011106
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Surveying and mapping	City of Oulu Yhdyskunta- ja ympäristöpalvelut (Urban and environmental services) Maa- ja mittaus (Surveying and mapping)/if necessary: Luonnonvarat ja isännöinti / Tontit ja asuminen / Kaupunkimittaus (Natural resources and real estate management / Building plots and housing / City surveying) Serial number 16804445 PO BOX 861 00019 SSC FINLAND	0037018769011106
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Rural services	City of Oulu Yhdyskunta- ja ympäristöpalvelut (Urban and environmental services) Maa- ja mittaus / maaseutupalvelut (Surveying and mapping / rural services) Serial number 16804445 PL 861 00019 SSC FINLAND	0037018769011106
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Collective services	City of Oulu Yhdyskunta- ja ympäristöpalvelut (Urban and environmental services) Yhteispalvelut (Collective services) Serial number 16804445 PO BOX 861 00019 SSC FINLAND	0037018769011106
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City planning

City of Oulu

0037018769011106

Yhdyskunta- ja ympäristöpalvelut (Urban and environmental services)

Yleiskaavoitus (City planning)

Serial number 16804445

PO BOX 861

00019 SSC

FINLAND

**CONSTRUCTION SUPERVISION**

City of Oulu

003701876901110

Rakennusvalvonta (Construction supervision)

Serial number 16804577

PO BOX 861

00019 SSC

FINLAND

Unit	Invoicing address	OVT code
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## WELL-BEING SERVICES

Social well-being	City of Oulu	0037018769011102
Well-being of the elderly	Hyvinvointipalvelut (Well-being services)	
Health services	Serial number 16804452	
Administration	PO BOX 861	
Projects	00019 SSC	
	FINLAND	

## CUSTOMERS RECEIVING SOCIAL ASSISTANCE OR PAYMENT COMMITMENTS

Invoices for the customers receiving city of Oulu social assistance or payment commitments must always be sent as PAPER INVOICES. Payment commitments related to the invoices must always be attached. The invoices may not be aggregated; an invoice may only concern one customer or one payment commitment.

Invoices for social assistance recipients	City of Oulu Hyvinvointipalvelut (Well-being services) Toimeentulotuki (Social assistance) PO BOX 33 90015 OULUN KAUPUNKI FINLAND	
Invoices for adult social work	City of Oulu Hyvinvointipalvelut (Well-being services) Aikuissosiaalityö (Adult social work) PO BOX 33 90015 OULUN KAUPUNKI FINLAND	
Southern child welfare station	City of Oulu Hyvinvointipalvelut (Well-being services) Eteläinen lastensuojeluasema (Southern child welfare station) PO BOX 6 90015 OULUN KAUPUNKI FINLAND	
Immigrant services	City of Oulu Hyvinvointipalvelut (Well-being services) Maahanmuuttajapalvelut (Immigrant services) PO BOX 61 90015 OULUN KAUPUNKI FINLAND	
Northern child welfare station	City of Oulu Hyvinvointipalvelut (Well-being services) Pohjoinen lastensuojeluasema (Northern child welfare station) PO BOX 25 90015 OULUN KAUPUNKI FINLAND	
Social emergency services	City of Oulu Hyvinvointipalvelut (Well-being services) Sosiaalipäivystys (Social emergency services) PO BOX 33 90015 OULUN KAUPUNKI FINLAND	
Family services	City of Oulu Hyvinvointipalvelut (Well-being services) Perhepalvelut (Family services) PO BOX 25 90015 OULUN KAUPUNKI FINLAND	

Payment commitments for family care	City of Oulu Hyvinvointipalvelut (Well-being services) Perhehoidon maksusitoumuslaskut (Payment commitments for family care) PO BOX 41 90015 OULUN KAUPUNKI FINLAND
Service guidance unit	City of Oulu Hyvinvointipalvelut (Well-being services) Palveluohjausyksikkö (Service guidance unit) PO BOX 8 90015 OULUN KAUPUNKI FINLAND
Foster care	City of Oulu Hyvinvointipalvelut (Well-being services) Sijaishuolto (Foster care) PO BOX 41 90015 OULUN KAUPUNKI FINLAND
Assessment services	City of Oulu Hyvinvointipalvelut (Well-being services) Tilannearviopalvelut (Assessment services) PO BOX 6 90015 OULUN KAUPUNKI FINLAND

<b>Unit</b>	<b>Invoicing address</b>	<b>OVT code</b>
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**FUNDS:**

Development fund	City of Oulu Kehittämiserahasto (Development fund) Serial number 16804429 PO BOX 861 00019 SSC FINLAND	003701876901800
Oulun Valistustalo fund	City of Oulu Oulun Valistustalorahasto Serial number 16804437 PO BOX 861 00019 SSC FINLAND	00370187690179



<u>Unit</u>	<u>Invoicing address</u>	<u>OVT code</u>
<b>PUBLIC UTILITIES:</b>		
BusinessOulu public utility	City of Oulu BusinessOulu liikelaitos Serial number 16804460 PO BOX 861 00019 SSC FINLAND	003701876901300
Public utility Oulun Serviisi	City of Oulu Liikelaitos Oulun Serviisi Serial number 16804478 PO BOX 861 00019 SSC FINLAND	003701876901250
Public utility Oulun Tilakeskus	City of Oulu Liikelaitos Oulun Tilakeskus Serial number 16804486 PO BOX 861 00019 SSC FINLAND	003701876901280
Oulun Konttori public utility	City of Oulu Oulun Konttori liikelaitos If necessary; unit e.g. Oulu10 services Serial number 16804510 PO BOX 861 00019 SSC FINLAND	003701876901270
Interpreting services until 31 January 2015	City of Oulu Oulun Konttori liikelaitos Pohjois-Suomen tulkkipalvelu (Northern Finland interpreting service) PO BOX 63 90015 OULUN KAUPUNKI FINLAND	003701876901270
Oulu regional environmental office publ. utility Unit: Food and environmental laboratory Veterinary service Administration Air quality control Environmental protection Environmental health care	City of Oulu Oulun seudun ympäristötoimi liikelaitos (Oulu regional environmental office) If necessary, specify: unit Serial number 16804528 PO BOX 861 00019 SSC FINLAND	003701876901240
Oulu Technical public utility	City of Oulu Oulun Tekninen liikelaitos If necessary, specify: name of service area Serial number 16804536 PO BOX 861 00019 SSC FINLAND	003701876901260

Oulun Tietotekniikka public utility

City of Oulu  
Oulun Tietotekniikka liikelaitos  
Serial number 16804544  
PO BOX 861  
00019 SSC  
FINLAND

003701876901200

## Unit

## Invoicing address

## OVT code

Oulun Työterveys public utility

City of Oulu  
Oulun Työterveys liikelaitos  
Serial number 16804551  
PO BOX 861  
00019 SSC  
FINLAND

003701876901190

Oulun Vesi public utility

City of Oulu  
Oulun Vesi liikelaitos  
Serial number 16804569  
PO BOX 861  
00019 SSC  
FINLAND

003701876901150

Oulu-Koillismaa rescue services  
public utility

City of Oulu  
Oulu-Koillismaan pelastusliikelaitos  
If necessary, specify, e.g. primary care or rescue/area  
Serial number 16804494  
PO BOX 861  
00019 SSC  
FINLAND

003701876901230

Oulu waste management public utility  
until 31 December 2014

City of Oulu  
Oulun Jätehuolto liikelaitos (Oulu waste management public utility)  
PO BOX 63  
90015 OULUN KAUPUNKI  
FINLAND

003701876901120