

## **Invoicing addresses for the University of Turku to change on 13 November 2019**

*The e-invoice, email, and paper invoicing addresses for University of Turku (business ID 0245896-3) will change on 13 November 2019. Telia Finland Oyj will act as the data communications service provider for the University of Turku, and CGI as the e-invoice operator.*

### **Invoicing instructions**

Invoices must be directed to the University of Turku. In order to expedite processing, **the invoice must include the reference information (cost centre + project, order number, etc.) announced by the client and the name of the client**, which will be used to assign the invoice to the right processor.

#### **We primarily accept e-invoices.**

We also request that if you send invoices via email or on paper, the invoicing PO Box address must always be visible on the image of the invoice. If the official invoicing address is not visible on the image of the invoice, it cannot be processed at the scanning centre.

All attachments of e-invoices and email invoices must be in pdf format. Only invoices are accepted at the invoicing address and email address for paper invoices. Any other materials will not be forwarded.

The sender of the invoice must ensure that the invoice contains the required invoicing details and update the invoicing address to their client register. **Any invoices with insufficient invoicing address information will be returned to the sender.**

### Further information on invoice processing

Further information on invoice processing is available through the customer service of Certia Oy, the service centre for the University of Turku.

- osto@certia.fi
- +358 (0)40 300 2520 (weekdays 8 am–4 pm)

With best regards,

University of Turku

### The new invoicing addresses for the University of Turku are:

e-invoicing address	Paper invoicing address	Email invoicing address
University of Turku EDI ID: 003702458963 e-invoice operator: CGI Operator ID: 003703575029	University of Turku P.O. Box 772 00074 CGI	University of Turku  FI: ostolaskut.fi@cgi.com EN: purchaseinvoices.fi@cgi.com  One invoice/pdf max 10 invoices/email

As the operator changes, the **operator ID for invoicing addresses will change**. Please consider this when changing **addresses for e-invoices and paper invoices**.

**Please also note that paper invoices sent to the previous address will not be delivered to the University of Turku, and the sender of the invoice will not be informed of any undelivered invoices.**