

## **Invoicing addresses for the Tampere university community to change on 13 November 2019**

*The e-invoice, email, and paper invoicing addresses for the Tampere university community (business ID 2844561-8) will change on 13 November 2019. Telia Finland Oyj will act as the data communications service provider for the Tampere university community, and CGI as the e-invoice operator.*

### **Invoicing instructions**

Invoices must be directed to the Tampere university community. In order to expedite processing, **the invoice must include the reference information (unit, 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 Tampere university community.

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

With best regards,

Tampere university community

## The new invoicing addresses for the Tampere university community are:

e-invoicing address	Paper invoicing address	Email invoicing address
Tampere University Foundation sr EDI ID: 003728445618 e-invoice operator: CGI Operator ID: 003703575029	Tampere University Foundation sr P.O. Box 774 00074 CGI Finland	Tampere University Foundation sr P.O. Box 774 00074 CGI  EN: <a href="mailto:purchaseinvoices.fi@cgi.com">purchaseinvoices.fi@cgi.com</a>  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 Tampere university community, and the sender of the invoice will not be informed of any undelivered invoices.**