

22.03.2024

## Invoicing addresses for Tampere University Foundation (suppliers outside of Finland)

Invoices must be addressed to Tampere University Foundation sr (Tampere University) (VAT FI28445618). Suppliers must be instructed to send their invoices directly to the invoicing address and not to provide copies for informational purposes.

Tampere University Foundation sr (Tampere University) **prefers to receive invoices electronically. Incoming invoices that contain incomplete or inaccurate information cannot be processed.** The sender of the invoice must ensure that the invoice contains the required invoicing details and update the data to their client register.

There are three different ways to send invoices (suppliers outside Finland):

Electronic invoicing address	Email invoices PDF format	Paper invoicing address
Tampere University Foundation sr PO Box 774 FI-00074 CGI Finland  <b>VAT: FI28445618</b>  EDI ID: 003728445618 E-invoice operator: CGI Operator ID: 003703575029  PEPPOL Participant ID: 0216:003728445618	Tampere University Foundation sr PO Box 774 FI-00074 CGI Finland  <b>VAT: FI28445618</b>  EMAIL: purchaseinvoices_uni@xbs-salo.com  One invoice/pdf Max 10 invoices/email	Tampere University Foundation sr PO Box 774 FI-00074 CGI Finland  <b>VAT: FI28445618</b>

### Reference data for invoices

All incoming invoices have to include the following data:

1. Reference field: cost centre or project number or internal order number or HAN number (in use for investment)
2. Contact person field: First and last name of the person who placed the order
3. Contract number: if applicable

All invoice attachments must be in PDF format. Only invoices may be sent to the electronic invoicing address; any other materials sent to the address will not be forwarded to the correct recipient (All goods, supplies and other materials must be delivered to the University's postal addresses). Invoices and their attachments may not contain any confidential information, such as personal identity codes or other personal data (such as information concerning the health or salary of an individual). If it is necessary to provide confidential information for invoicing purposes, the supplier and customer must separately agree on the confidential processing of such information.

**For further information on invoice processing** and the supplier portal, please contact the customer service of Certia Oy, the service centre for Tampere University Foundation:

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

With best regards,  
Tampere university community