



**Sisäministeriö**  
Inrikesministeriet

14 February 2020

Dear Supplier,

## **MINISTRY OF THE INTERIOR ACCEPTS ONLY E-INVOICES**

The Ministry of the Interior only accepts, processes and archives invoices in electronic form. Please ensure that in the future, your invoices will be submitted electronically via the central government e-invoicing service operator.

### **Our invoicing details:**

E-invoice address/EDI code: 003702459923200

Peppol e-invoicing address: 0037: 02459923200

Operator number (OpusCapita Solutions Oy): E204503

Business ID: 0245992-3

VAT number: FI02459923

In Finland each eInvoice sender and receiver has own representative called intermediary that can be a Finnish bank or operator which is responsible for handling and delivering sender and receiver's eInvoicing delivery process. These operators and banks have bilateral interconnection between each other (a four-corner model), which then composes so called open eInvoice network.

OpusCapita is the Finnish Government's e-invoicing service provider. If your service provider has an agreement with OpusCapita on sending e-invoices, you can send the invoices to Finnish government agencies via OpusCapita. It is also possible to send the invoices to government agencies using the Peppol network. If you are not able to send the e-invoice through the above channels, you can create an e-invoice free of charge using the Handi Supplier Portal and Basware Supplier Portal.

Central government will not sign contracts on receiving e-invoices with any other service provider. We will not accept invoices sent by e-mail, only e-invoices submitted using the e-invoicing system (Directive 2014/55/EU on electronic invoicing in public procurement and Act 241/2019). Incorrect invoices will also be returned to sender.

The accounting unit shall not be responsible for any costs arising from delayed payments in cases where the original invoice was inadequate or the supplier was otherwise in breach of their contract.

### **Handi Supplier Portal**

If you do not yet have an e-billing system, you can use the Finnish Government's e-billing service Handi to produce and send invoices. To start using the Handi portal, you must contact the agency contact person or purchaser and provide them with an e-mail address, where the invitation to the portal is to be sent. In the future, this e-mail address serves as your system administrator ID, which you can use to create new user IDs in the portal. The agency that you are about to send an invoice to will create a supplier invitation to the Handi service. The Finnish Government Shared Services Centre for Finance

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Office: Kirkkokatu 12, Helsinki

Postal address: Ministry of the Interior, PO BOX 26, FI-00023 Government

Switchboard: +358 295 480 171 | kirjaamo@intermin.fi | www.intermin.fi

and HR (hereinafter referred to as Palkeet) performs a technical check-up before the invitation is sent. You will receive a login link and further information on the supplier portal via e-mail. If you have never supplied anything to central government agencies before, we will be asking for your company information in connection with registration. Please fill in this information and submit it to Palkeet. You will be given the final link to the supplier portal once Palkeet has saved your supplier details into the financial control system.

The login link in the portal invitation is valid for 48 hours. If the link has expired, Palkeet will send you a new link upon request. Palkeet also monitors supplier invitations that have not been responded to and sends new links. Please refer to [handitoimittajapalvelu\(at\)palkeet.fi](mailto:handitoimittajapalvelu(at)palkeet.fi) or Palkeet customer support, tel. +358 2955 64 040 during service hours (Mon–Fri 8 am–4.15 pm) for any issues concerning the implementation of the Handi supplier portal

### **Invoice attachments**

You can also use the e-invoicing service to submit attachments to invoices in the electronic format. We recommend that you use the pdf format for such attachments. Any other material must be posted to the following address: Ministry of the Interior, PO Box 26, FI-00023 Government.

For further information about sending e-invoices to the Ministry of the Interior, please contact Anni Luukkonen, tel +358 295 488 516, Teija Puroila, tel +358 295 488 583 or Merita Kujanpää, tel +358 295 488 or by email: [firstname.lastname@intermin.fi](mailto:firstname.lastname@intermin.fi) or Crisis Management Centre (CMC) Finland / Kaija Pekkarinen, tel. +358 295 488 494, email: [firstname.lastname@cmcf Finland.fi](mailto:firstname.lastname@cmcf Finland.fi).

**Yours faithfully,**

Director of Finance and Planning

Kati Korpi