

Invoicing instructions 1.2.2024

Invoicing instructions for suppliers as of 1.2.2024

The City of Kauniainen (Business ID 0203026–2) primarily accepts electronically sent e-invoices. If the supplier does not have the possibility to send e-invoices, we can accept paper invoices via mail. All invoices must be comprehensible and clearly state the reason for the invoicing.

Additionally, the invoice must contain following information:

- the field of activity behind the order
- primarily the title of the orderer
- and secondarily the name of the person
- a precise specification for the commodity
- the contract number on periodical invoices (more information about the requirements for contract numbers below).

Electronic invoicing	Invoicing address
E-invoicing address: 003702030262	Kauniaisten kaupunki
Operator address: BAWCFI22	PL 1
Operator: Basware Oyj	02701 Kauniainen

The invoices must contain all details required by the Value Added Tax Act.

Invoice requirements

Invoices that are incorrect, insufficient or against the instructions will be returned to the supplier.

1. The invoice must clearly state, who made the order. The best alternative is to present the title and name of the person ordering the commodity, also the department/cost centre can be mentioned.
2. Invoices addressed to the City of Kauniainen must contain all details required by the Value Added Tax Act.
3. The invoicing address is always Kauniaisten kaupunki, PL 1, 02701 Kauniainen. The delivery address for the products/services shall also be clearly marked.
4. The bill itemization must tally with the sum total on the invoice.
5. The sum total including taxes must be given with to decimals.
6. The Business ID on the invoice must belong to the supplier company that the product/service is purchased from. When the invoice is sent by a third party, the Business ID of the original supplier must be noted on the invoice.
7. The City of Kauniainen does not accept invoices as files or images sent via fax or e-mail.
8. The term of payment must be at least 21 days.

Content requirements for supplier invoices addressed to the City of Kauniainen

We obey the general invoicing instructions given by the tax authorities. Following information is obligatory on an invoice:

1. Addressee: Kauniaisten kaupunki
2. The supplier's official business name as listed in the Trade Register or Tax Administration's register, and supplier's Business ID or VAT number
3. Supplier's account number
4. Invoice number (consecutive identification number)
5. Specification of items on the invoice (product or service being delivered)
6. Number of items and unit (for example 5 hours or 5 pieces)
7. In case of procurement of goods, the delivery address must be noted on the invoice
8. Name/title of the orderer, must be clearly noted as reference
9. Name of the ordering unit, must be clearly noted on the invoice
10. Specification of the value added tax
11. Sum total
12. Invoice date
13. Due date
14. The interest on delayed payments must correspond to the Interest Act in effect

Sending contract invoices to the city

All periodical invoices must be sent to the city as contract invoices. For us to be able to process the invoice as a contract invoice, the contract number must be found on the e-invoice in the correct field in accordance with the European standard on eInvoicing. The most common formats for electronic invoicing that follow the European standard in Finland are Finvoice 3.0 and TEAPPSXML 3.0.

CONTENT SPECIFICATION	Finvoice 3.0 (field name)	TEAPPSXML 3.0. (field name)	Content requirements
Contract number, must be present on all periodic invoices	AgreementIdentifier	Contract_Number	The contract number must start with one of the following: 040, 046, 050, 63, 64, 65, 98, 100, 104, 118, 127, 130, 330, 340, 900 and must contain at least five additional numbers