

INVOICING GUIDELINES OF THE WELLBEING SERVICES COUNTY OF EAST UUSIMAA

The wellbeing services county of East Uusimaa has been responsible for providing and organising social, health and rescue services in its area since 1 January 2023.

The wellbeing services county of East Uusimaa consists of the following municipalities: Askola, Lapinjärvi, Loviisa, Myrskylä, Porvoo, Pukkila and Sipoo.

We use an electronic processing system for purchase invoices and accept only e-invoices.

Invoice contents

In addition to the minimum information required, the invoice must contain the cost centre / orderer's name and municipality, or other reference data provided allocating the invoice to the correct unit. Precise information on the invoice will ease and quicken the processing of the invoice.

YEL insurance certificate

In case of a self-employed worker or a business proprietor or a partnership where the invoice relates to the purchase of services, the supplier is obliged to attach a YEL certificate to the invoice.

If the person is not able to provide a certificate of a YEL or a MYEL insurance, or proof of exemption, the operation is subject to KuEL. Hence, the employee's and the employer's pension contribution should be paid on the fee. Furthermore, the employment relationship should be reported to the Keva pension insurance register (www.keva.fi, Circular 4/2010: Implementation of the Local Government Pensions Act.)

E-invoicing address

The operator is CGI.
Operator ID: 003703575029
Business ID: 3221339-3

Invoicing address	EDI
Wellbeing services county of East Uusimaa PO Box 936 FI-00074 CGI	003732213393
Rescue services:	
Wellbeing services county of East Uusimaa, rescue services PO Box 937 FI-00074 CGI	003732213393310

Social welfare services with an issued payment commitment:

If the invoicing is based on a payment commitment that has been issued for social welfare services, the purchase invoice should be sent to the invoicing address for the respective municipality:

Invoicing address	EDI
Porvoo:	
Wellbeing services county of East Uusimaa, social work, Porvoo PO Box 938 FI-00074 CGI	003732213393410
Wellbeing services county of East Uusimaa, services for the disabled, Porvoo PO Box 939 FI-00074 CGI	003732213393420
Askola, Loviisa, Sipoo	
Wellbeing services county of East Uusimaa Loviisa, Askola, Sipoo PO Box 941 FI-00074 CGI	003732213393510

If none of the e-invoicing addresses above apply to you, please send your e-invoice to the general unsecured e-invoicing address.

Invoicing address	EDI
Wellbeing services county of East Uusimaa PO Box 936 FI-00074 CGI	003732213393

Please note that invoices and their attachments containing personal data may not be sent to this address. **Attachments** of purchase invoices containing personal data can be sent to: ostolaskut@itauusimaa.fi

Sending secure emails:

Go to www.turvaposti.fi (Securedmail).

Type the email address of the recipient, in this case ostolaskut@itauusimaa.fi, into the field "Send a secure message to recipient" and press "Send".

Alternatively, you may attach the address directly to the browser address bar:

<https://www.turvaposti.fi/viesti/ostolaskut@itauusimaa.fi>

On the page that opens, write your own email address. You will receive a confirmation request from the Securedmail server.

Write the mail and add any attachment(s). The maximum size of a message with attachments is 100 MB. Press "Send".

You will receive a confirmation request to your email address from the Securedmail server. Click the link in the mail to confirm. The message will be sent only after you have clicked the confirmation link.

Supplier portal:

Suppliers, who themselves do not use software that enable electronic invoicing, will be able to create genuine e-invoices through the CGI supplier portal. You will be able to link up to the supplier portal by sending a request to talous@itauusimaa.fi. The message should include the name of the company, the business ID, and the email address of the person in charge. The email address should be personal.

Invoices sent by email:

If a supplier sends invoices by email, they must be sent as PDF files to: ostolaskut.fi@cgi.com or purchaseinvoices.fi@cgi.com. Please do not provide any other information in the address field, except for the above-mentioned invoicing address.

One email message may contain several PDF files, but one PDF file may only contain one invoice and any related attachments. PDF files must contain the same contact details as paper invoices.

No other information besides invoices and their attachments may be sent to invoicing addresses.

Term of payment:

Please consider that the invoice should have reached us preferably 14 days before the due date of the invoice as the processing of invoices takes time in a large organisation.

Contact information

The email address of the finance department is talous@itauusimaa.fi