

Ministry of Transport and Communications only accepts electronic invoices

The Ministry of Transport and Communications only processes and archives invoices that have been submitted electronically. Please send your invoices through the e-invoicing operator used by the government.

The Ministry also accepts pdf-attachments to the invoice.

We do not accept invoices sent via email, because they are not officially regarded as electronic invoices (Public Administration Recommendation (JHS) 155), and we do not make contracts with other electronic invoice operators regarding the reception of e-invoices.

Our e-invoicing details are as follows:

EDI code:	003702446321
Operator code (OpusCapita Solutions Oy):	E204503
Business ID:	0244632-1
VAT number:	FI02446321

Since 1 April 2019, the Ministry of Transport and Communications has been using the Handi service in all its electronic invoicing.

Order number in electronic invoice

Once an order has been placed in the Handi service, you will receive an email with an order form and number. Because of the automatic processing system, the invoice must contain an order number. The first characters of the number are always V1 and they should be placed in the "order number" field. The government accounting units use an electronic invoice format called Finvoice 2.0. In the format, the name of the field for the order number is "OrderIdentifier". If there is no such field in your

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Ministry of Transport and
Communications

Office
Eteläesplanadi 16
FI-00100 Helsinki

Postal address
PO Box 31
FI-00023 Government
Finland

Telephone
+358 295 16001

www.lvm.fi
firstname.lastname@lvm.fi
kirjaamo@lvm.fi

invoicing system, you can use the field “buyer’s reference”. Along with the order number, the name of the contact person must also appear in the invoice. Only one order per invoice is acceptable.

No information can be added to the order number. The number must also appear in the XMLfile. The XML format is generated from the electronic content of the invoice (normally not visible for the invoice sender). If you wish to make sure that the order number has been included in the XML form, please contact your own invoicing service supplier. When using the Handi Supplier Portal, Basware Supplier Portal or Verkosto Portal by Posti, the order number will automatically appear in the XML form of the invoice.

Contract number in electronic invoice

If you have received a contract number, include it in the invoice so the system can automatically link it to the right contract. The first characters of the contract number are VSK1. The correct place for the contract number is primarily in the field “contract number”. The government accounting units use an electronic invoice format called Finvoice 2.0. In the format, the name of the field for the contract number is “AgreementIdentifier”. If you will send an invoice using some other e-invoice format, enter the contract number in a similar field as “AgreementIdentifier”. If there is no AgreementIdentifier or similar field, you can use the field “buyer’s reference” (in the Finvoice 2.0 format the field is called BuyerReferenceIdentifier). In addition to the contract number, enter also the name of the contact person. Only the information of one contract per invoice is acceptable.

No information can be added to the contract number. The number must also appear in the XML file. The XML format is generated from the electronic content of the invoice (normally not visible for the invoice sender). If you wish to make sure that the contract number has been included in the XML form, please contact your own invoicing system supplier. When using the Handi Supplier Portal, Basware Supplier Portal or Verkosto Portal by Posti, the contract number will automatically appear in the XML form of the invoice.

Non-order or non-contract based electronic invoice

Whenever an invoice is not based on an order or a contract made via the Handi service, enter in the invoice the name of the contact person who made the order. If possible, also give a case number or other reference . The name of the department/unit to be charged must also appear in the invoice.

If you do not have access to a service generating electronic invoices, you can use one of the alternative options below:

Basware Supplier Portal

The government offers a free Basware e-invoicing service (Supplier Portal). Instructions for the portal and registration are available at

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Ministry of Transport and Communications	Office Eteläesplanadi 16 FI-00100 Helsinki	Postal address PO Box 31 FI-00023 Government Finland	Telephone +358 295 16001	www.lvm.fi firstname.lastname@lvm.fi kirjaamo@lvm.fi
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www.valtiokonttori.fi/en/service/government-electronic-invoicing-website/.

The Finnish Government Shared Services Centre for Finance and HR (Palkeet) will help you with questions about the use of the portal, tel. +358 (0)29 556 3700 (Inc/mpc) and email: verkkolaskutus@palkeet.fi.

Handi Supplier Portal

Handi is an e-invoicing service offered by the government. At the Ministry's request, Palkeet will invite you to use the Handi Portal as a supplier. Your email address will be your main username. The invitation will be sent to the email address you have sent to Palkeet. If you would like to use the Handi Portal, please send the desired email address to hankinnat@lvm.fi. Palkeet will then send you a link to the portal as well as further instructions on use.

The Finnish Government Shared Services Centre for Finance and HR (Palkeet) will help you with questions about the use of the portal, tel. +358 (0)29 556 4040 (Inc/mpc) and email handitoimittajapalvelu@palkeet.fi. The service hours are 8.00-16:15 from Monday to Friday.

Verkosto Service by Posti

Alternatively, you can use the Verkosto service by Posti for creating e-invoices. Sending e-invoices to government via the Verkosto service is free. The user instructions are available at the Posti website. The customer service is available from Monday to Friday at 8.00-16:15, tel. +358 (0)200 77000 (Inc/mpc).

For more information about the content of invoices, please contact the Finance and Development Unit of the Ministry of Transport and Communications at talouskehitysyksikko@lvm.fi

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