

## Instructions for invoicing

### The University Consortium of Seinäjoki UCS

The University Consortium of Seinäjoki is a part of Tampere University. Tampere University Foundation sr, which operates as the Tampere University, prefers to receive invoices electronically.

Please send all electronic invoices to the following address:

E-invoice address / EDI code: 003728445618

Operator: CGI

Operator code: 003703575029

All the UCS invoices are addressed to Tampere University Foundation sr. **To ensure timely and efficient processing of invoices, please use the reference: Päivi Alaniska/Seinäjoen yliopistokeskus**

We highly prefer receiving invoices electronically. If you are unable to use our electronic invoicing system, you may use the vendor portal free of charge and avoid extra delivery charges of a paper invoice.

To use the vendor portal, first register your information using the e-form: <https://e-lomake.fi/lomakkeet/6027/lomake.html> You will then receive an invitation to the vendor portal according to the information you provided.

Information on the vendor portal: [https://www.telia.fi/dam/jcr:f16241d3-17ae-4113-91a4-eb697aa4f8d5/Telia\\_talous\\_toimittajaportaalin\\_pikaohje\\_ENG](https://www.telia.fi/dam/jcr:f16241d3-17ae-4113-91a4-eb697aa4f8d5/Telia_talous_toimittajaportaalin_pikaohje_ENG)

Please notice that all the attachments on your electronic invoice must be pdf form.

Electronic and paper invoices or 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, please consult your customer at UCS/Tampere University to determine how such information may be communicated safely and securely.

Please give your account number in IBAN format and remember to include the BIC/SWIFT code of your bank.

Business ID of Tampere University Foundation sr: 2844561-8 and VAT number: FI28445618.

More information: [paivi.alaniska@tuni.fi](mailto:paivi.alaniska@tuni.fi) or tel. +35850 3303519