

The invoicing address for the Council of Oulu Region will change starting 15 October 2021

Council of Oulu Region can only receive e-invoices or invoices submitted through its free supplier portal. The invoice should be clearly addressed to the Council of Oulu Region.

Invoice address:

Council of Oulu Region (obligatory)
003709224844 (obligatory)
P.O. Box 5016 (obligatory)
02066 DOCUSCAN (obligatory)

E-invoicing information:

- E-invoice operator: CGI Suomi Oy
- Operator code: **003703575029**
- Recipient e-invoicing address (**Finnish Party Identification Number (OVT)**): **003709224844**
- Note! The name of the recipient unit should be included in the e-invoice information either through the reference or the invoicing / delivery address

Invoice reference information:

An invoice must always have the reference information provided by the buyer, which enables the invoice to be directed to the correct verifier. If an invoice lacks the necessary information, it may be returned. The correct invoice information enables the invoice to be paid in time. A reference may include:

- **cost pool or project information**
- **name of the invoice verifier** (preferably in the Your reference field)
- **operational unit or delivery address**
- **agreement number**, if the order is based on an existing agreement

Submitting e-invoices using the supplier portal:

- If your business cannot submit e-invoices directly, e-invoices to the Council of Oulu Region can be generated free of charge through the supplier portal.
- Log in to the supplier portal at <https://www.laskuhotelli.fi/portaali>
- If you want to make use of this service, please contact PPL.ostoreskontra@monetra.fi
- For instructions in using the supplier portal, please see <https://www.monetra.fi/yritys/konsernin-yhteystiedot/>

Other mail:

Any other mail, such as agreements and invoices containing confidential data, is still to be sent on paper to the following address:

**Council of Oulu
Region
Poratie 5 A
90140 OULU**

Our purchase invoices are processed at [Monetra Oulu Oy](#) a service centre for financial management and HR services. We will be happy to give you more information. Do not hesitate to contact us at PPL.ostoreskontra@monetra.fi