



University Services/Financial Services
FI-33014 UNIVERSITY OF TAMPERE

Dear Partner,

INVOICING INSTRUCTIONS OF THE UNIVERSITY OF TAMPERE

Use electronic invoicing whenever possible. Our electronic invoicing service provider is OpusCapita Group Oy.

From 1 June, 2018, use the following information in your electronic invoices (eInvoices) to the University of Tampere.

eInvoice address:	003701556684
OVT-code	003701556684
EInvoice operator:	OpusCapita Solution Oy
OpusCapita Solutions Oy's operator ID:	E204503
Our contact person at OpusCapita Solution: customerservice@opuscapita.com	Tel. +358 (0)9 4133 2100

If you are unable to send an electronic invoice, send a paper copy of your bill by post to the University's address below. UTA will convert your invoice to an electronic one. Remember to include your own invoicing address on the bill - it is not enough if it is only on the envelope.

The postal address for paper invoices is:

UNIVERSITY OF TAMPERE Name of the faculty, unit, etc. that is paying the bill PO Box 5256 FI-01051 Laskut Finland

In order to ensure that your invoice is smoothly processed, include all relevant information on the bill. In addition to your full contact details, such information may include the name of the faculty, unit, etc., that has placed the order, the name of the person who placed the order, the project name and/or number, or any other reference you may have been given.

Do not give any confidential information (e.g. personal identity codes, health and salary information or information on confidential agreements etc.) in your invoice. If any such information is necessary for invoicing, send it directly to your customer at UTA in a manner you have agreed, and they will ensure that confidential information is appropriately handled.

NB! Only send invoices and their possible attachments and nothing else to the invoicing addresses above. Any other material will be returned to the sender whenever possible. Goods, deliveries and materials must be sent to the University's postal address – not to the invoicing address. The postal address of the University of Tampere is FI-33014 University of Tampere, Finland.

Give the IBAN code for your bank account and remember to include your bank's BIC/SWIFT code. The business ID of the University of Finland is 0155668-4 and the VAT number is FI01556684.



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Inquiries at the University of Tampere:

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