

2.2.2022

Billing information for Haaga-Helia University of Applied Sciences Ltd

The invoice is addressed to Haaga-Helia University of Applied Sciences Ltd (VAT Number FI20291888).

We accept only e-invoices. If your company does not have the ability to send an e-invoice, you can create it through the free Basware supplier portal.

We receive invoices also in Peppol format.

An invoice in pdf format may also be sent by email to haaga-helia.ostolaskut@bscs.basware.com (only for foreign companies outside of Finland). Please send only one invoice per message.

Invoice reference information

Each invoice addressed to Haaga-Helia must include the following information:

1. In the reference field, the subscriber's e-mail address, format `firstname.lastname@haaga-helia.fi`
2. Cost center and possible project number (if it was provided)
3. The contract number (if it was provided)

Haaga-Helia subscribers have been instructed to provide the supplier with the required background information. However, the invoice sender must ensure that the invoice contains all required information.

Invoices not containing information provided by the subscriber will be returned to the sender.

Billing addresses

Billing address	Basware supplier portal	Address for invoice
Haaga-Helia University of Applied Sciences Ltd e-invoice address: 003720291888 Operator ID: BAWCFI22 Agent/broker: Basware Oyj PEPPOL address: 0037:20291888	https://portal.basware.com/open/BaswarePortal The supplier portal requires registration The scanning service (<u>only foreign suppliers</u>): haaga-helia.ostolaskut@bscs.basware.com	Ratapihantie 13, 00520 Helsinki, Finland

Additional details ostoreskontra@haaga-helia.fi

Best regards,
Haaga-Helia ammattikorkeakoulu Oy