ESJP
ETELÄ-SUOMEN JULKISIVUPALVELU

INVOICING INSTRUCTIONS

updated 22/02/2023

OPTION 1. E-INVOICE

We process our purchase invoices electronically, and we hope to receive your invoices as e-invoices.

INVOICING ADDRESSES

Name:	Etelä-Suomen Julkisivupalvelu Oy
Business ID:	0977134-6
E-invoicing address:	003709771346
E-invoicing operator:	Apix Messaging Oy
Intermediary code:	003723327487 (or 00372332748700001)
Intermediary code:	DABAFIHH, if your operator is Handelsbanken or Paikallisosuuspankit.

When sending us your first e-invoice, please notify us in advance via email: etunimi.sukunimi@esjp.fi

When we place an order, we will provide you with a **construction site number**, which must be included on the invoice as the buyer's reference in the Finvoice-standard field "OrderIdentifier".

In your invoicing software, this field may be named e.g. Order Number, Your Reference, or Note. **No other information besides the site number should be entered in this field.**

Please note that each site must be invoiced with a separate invoice.

Notice key = site number

DETAILS TO BE INCLUDED ON THE INVOICES

1. Invoice number
2. Invoice date
3. Due date
4. Currency code
5. Account number
6. Reference details (can be found in the site's notice key)

Notice key / site number: 151886

Note! Only work related to one site number can be invoiced on the same invoice.

7. Reference number (bank reference)
8. Buyer's value-added tax ID (Business ID in the format FI09771346)
9. Tax base (per product row, e.g., 24%)
10. Invoice amount
11. If the ordered products have been collected, the invoice must include the name of the collecting party

If there are any shortcomings in the invoice, the invoice shall be returned to the sender.

We do not accept paper invoices.

Etelä-Suomen Julkisivupalvelu Oy

Tunturikatu 4 B, 00100 Helsinki I Puh. 09 4541 0081
E-mail: toimisto@esjp.fi I Y-tunnus: 0977134-6 I www.esjp.fi