



Hanken School of Economics

Media release

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FINLAND

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Invoicing addresses for Hanken School of Economics to change on 17th of Dec 2021

The addresses for invoicing by e-invoice, e-mail, or paper to Hanken School of Economics (business ID 0245907-7) will change on 17th of December 2021. Telia Finland Oyj will act as the data communications service provider for Hanken School of Economics, and CGI as the e-invoice operator.

Invoicing instructions

Invoices are to be directed to Hanken School of Economics. **The invoice must include the reference information (cost centre, project etc.) announced by the client and the name of the person who placed the order.** This information is needed for assigning the invoice to the right processor.

We primarily accept e-invoices. We also request that if you send invoices via e-mail or on paper, the invoicing PO Box address must always be visible on the image of the invoice. If the official invoicing address is not visible on the image of the invoice, it cannot be processed at the scanning centre.

All attachments of e-invoices and email invoices must be in pdf format. No other mail than invoices will be accepted at the invoicing address nor at the email address for paper invoices. Any other materials will not be forwarded.

The sender of the invoice must ensure that the invoice contains the required invoicing details and that the invoicing address will be updated in their client register. **Any invoices with insufficient invoicing address information will be returned to the sender.**

Turn over

Further information on invoice processing

Further information on invoice processing is available through the customer service of Certia Oy, the service centre for Hanken School of Economics

- osto@certia.fi
- +358 (0)40 300 2520 (weekdays 8 am–4 pm)

With best regards,

Hanken School of Economics

The new invoicing addresses for Hanken School of Economics:

E-invoicing address	Paper invoicing address	E-mail invoicing address
Hanken School of Economics EDI ID: 003702459077 e-invoice operator: CGI Operator ID: 003703575029	Hanken School of Economics P.O.Box 839 00074 CGI	Hanken School of Economics P.O.Box 839 00074 CGI EN: purchaseinvoices.fi@cgi.com One invoice/pdf max 10 invoices/email. All attachments must be in the same file with the invoice. Please note that the invoicing address has to appear on the invoice image.

As the operator changes, the **operator ID for invoicing addresses will change**. Please consider this when changing **addresses for e-invoices and paper invoices**.