



Heinola



sarastia

## Billing information for the City of Heinola from 23.11.2020

To ensure a timely payment of your invoices in future we kindly ask you to update our new billing address in your customer register.

### Invoices should be sent preferably as e-invoices

Organization	The City of Heinola
Business ID	1068892-9
VAT code	F110688929
New e-invoice address and operator	OVT <b>003710688929</b> Telia/CGI <b>003703575029</b>
New postal address for e-invoicing / scanning service	The City of Heinola 003710688929 P. O. Box 299 FIN-02066 DOCUSCAN

### If you can't send an e-invoice from your invoicing system, you can use a free Supplier Portal.

To register on the Supplier Portal, contact Sarastia Oy's customer service:

tel. +358 206 399 400 or <https://asiakaspalvelu.sarastia.fi/lomakkeet/laskuportaalin-tukipyynto/>

Instructions for using the Supplier Portal: [https://www.sarastia.fi/ohjeet\\_laskuttajalle/](https://www.sarastia.fi/ohjeet_laskuttajalle/)

### Your invoice must contain the following information:

- Invoice recipient: The City of Heinola
- Business area / unit, cost center
- Name of the order giver

Our delivery addresses will not change. Please note that, for example, advertisements, newsletters and goods must be sent to the order giver's postal / delivery address. Please contact us at any billing issues at [ostolaskut@heinola.fi](mailto:ostolaskut@heinola.fi)

Best regards

The City of Heinola

For details, please contact: [ostolaskut@heinola.fi](mailto:ostolaskut@heinola.fi)

tel. +358 44 797 5900