

Invoicing instructions for suppliers

The City of Kauniainen (Business ID 0203026–2) primarily accepts electronically sent e-invoices. If the supplier does not have the possibility to send e-invoices, we can accept paper invoices via mail.

Electronic invoicing	Invoicing address
E-invoicing address: 003702030262	Kauniaisten kaupunki
Operator address: BAWCFI22	PL 1
Operator: Basware Oyj	02701 Kauniainen

The invoices must contain all details required by the Value Added Tax Act.

You can use a free e-invoicing service (Basware Supplier Portal) to create and send e-invoices. The link to the e-invoicing service can be found on the City of Kauniainen's website.

If necessary, we also accept paper invoices.

Invoice requirements	Content requirements for supplier invoices
<ul style="list-style-type: none"> • Invoices addressed to the City of Kauniainen must contain all details required by the Value Added Tax Act. • The bill itemization must tally with the total sum of the invoice. • The total sum including taxes must be given with two decimals. • The Business ID on the invoice must belong to the supplier company that the product/service is purchased from. When the invoice is sent by a third party, the Business ID of the original supplier must be noted on the invoice. 	<ul style="list-style-type: none"> • Addressee: Kauniaisten kaupunki (city of Kauniainen) • The supplier's official business name as listed in the Trade Register or Tax Administration's register, and supplier's Business ID or VAT number • Supplier's bank account number • Invoice number (consecutive identification number) • Specification of items on the invoice (product or service being delivered) • Number of items and unit (for example 5 hours or 5 pieces) • the invoice time period • Specification of the value added tax • In case of procurement of goods, the delivery address must be noted on the invoice • Name/title of the orderer, must be clearly noted as reference • Sum total • Invoice date • Due date • The interest of delayed payments must correspond to the Interest Act in effect