

Northern Ostrobothnia Wellbeing County (Pohde) INVOICING INFORMATION as of 1 January 2023

Northern Ostrobothnia Wellbeing County (Business ID 3221326-2, VAT number FI32213262) will accept only electronic invoices or invoices submitted through the free-of-charge Supplier Portal. The invoice is to show clearly that the Northern Ostrobothnia Wellbeing County is the intended recipient. Furthermore, the invoice has to contain also the name of the individual area of responsibility which the invoice is addressed to. Expenses from different areas of responsibility cannot be combined into a single invoice.

The contact information sources for this informational bulletin are the service provider registries of individual municipalities and joint municipal authorities. The wellbeing services county will provide separate information concerning agreements assumed by the county council for transfer to the Northern Ostrobothnia Wellbeing County. The wellbeing services county shall only be liable for invoices based on agreements assumed by the wellbeing services county.

The e-invoicing address for Northern Ostrobothnia Wellbeing County will enter into force on 12 December 2022.

Areas of responsibility have their individual invoicing addresses:

Northern Ostrobothnia Wellbeing County (required)
Area of responsibility (required), **please, see the list below**
Individual EDI code, please, see the list below (required)
PL 5016 (required)
02066 DOCUSCAN (obligatory)

E-invoicing information:

- E-invoice operator: Telia Finland Oyj/CGI Suomi Oy
- Operator code: **003703575029**
- Recipient's e-invoicing address (**EDI code**), varies depending on the area of responsibility:

Services for Senior Citizens: 003732213262100

Rehabilitation: 003732213262130

Material Services: 003732213262140

OYS Hospital Services and Emergency Medical Care: 003732213262150

Rescue Services: 003732213262160

Family and Social Services and OYS Psychiatry: 003732213262170

Healthcare Support Services: 003732213262180

Health and Medical Care Services: 003732213262190

Services for Persons with Disabilities: 003732213262200

Organisation and Arrangement Activities: 003732213262110

Group Services: 003732213262120



Submitting e-invoices to the said areas of responsibility using the Supplier Portal

- If your business cannot submit electronic invoices, the e-invoices for Northern Ostrobothnia Wellbeing County can be sent free of charge using the Supplier Portal.
- If you opt for the service, please contact ostoreskontra.pohde@monetra.fi first.
- You will be given access by e-mail (CGI Supplier Portal as the sender) and then you can log into the Supplier Portal at <https://www.laskuhotelli.fi/portaali/telia> First, fill out the company details on the Settings tab, after which you will be able to draw up an invoice.
- Instructions for the use of the Portal are at <https://www.monetra.fi/oulu/jarjestelmaohjeet/>

Invoice reference information:

For more specific invoicing and reference details for each area of responsibility, please refer to: <https://pohjois-pohjanmaanhyvinvointialue.fi/yhteystiedot/laskutustiedot/>

Invoices must always include the reference provided by the buyer/customer when ordering, on the basis of which the invoice can be directed to the appropriate person for verification. If invoices do not contain the required information, they may be returned to the sender. Accurate invoicing information allows for timely payment.

- **Identifying details** (e.g. Kalajoki Health Care Centre) **or delivery or postal address** (preferably entered into the *Your Reference* field)
- **Name of the person who verifies the invoices** (preferably entered into the *Your Reference* field)
- **Information of the responsible unit (cost centre) or project** (preferably in the *Your Reference* field)
- **Order number**, the order number provided by the Buyer/Client (for example EFxxxxxxxxxx). One invoice may contain only one order number.
- **Agreement number**, if the invoice is based on an existing agreement.

Other post:

Any other post, such as agreements and invoices containing confidential information, are to be sent in paper form to the address specified by the Buyer/Client.

Our purchase invoices are processed at Monetra Oulu Oy Service Centre for Financial Administration and Human Resource Management. For more information, please, send us e-mail to ostoreskontra.pohde@monetra.fi We are happy to be of service.

Northern Ostrobothnia Wellbeing County is comprised of the healthcare and social welfare services of Alavieska, Haapajärvi, Haapavesi, Hailuoto, Ii, Kalajoki, Kempele, Kuusamo, Kärsämäki, Liminka, Lumijoki, Merijärvi, Muhos, Nivala, Oulainen, Oulu, Pudasjärvi, Pyhäjoki, Pyhäjärvi, Pyhäntä, Raahe, Reisjärvi, Sievi, Siikajoki, Siikalatva, Taivalkoski, Tynävä, Utajärvi, Vaala and Ylivieska municipalities.

Also the joint municipal authorities of Selänne, Kallio, Helmi and Oulunkaari; Raahe Wellbeing Joint Authority, Northern Ostrobothnia Hospital District and Northern Ostrobothnia regional rescue departments are included in the Northern Ostrobothnia Wellbeing County

