



Svenska Handelshögskolan

Arkadiankatu 22
00100 HELSINKI

Media release

12.1.2024

Invoicing address for Hanken School of Economics from 15th January 2024

The e-invoice, email, and paper invoicing addresses for Hanken School of Economics (business ID 0245907-7) are as follows **from 15th January 2024**. Telia Finland Oyj acts as the data communications service provider for Hanken School of Economics, and CGI as the e-invoice operator.

Invoicing instructions

Invoices must be directed to Hanken School of Economics. To expedite processing, **the invoice must include the reference information (unit, cost centre, project, order number, etc.) announced by the client and the name of the client**, which will be used to assign the invoice to the right processor.

We primarily accept e-invoices.

We also request that if you send invoices via email 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. Only invoices are accepted at the invoicing address and 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 update the invoicing address to their client register.

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	Email invoicing address
EDI ID: 003702459077 e-invoice operator: CGI Operator ID: 003703575029 PEPPOL Participant ID: 0037:003702459077	Hanken School of Economics PO Box 839 00074 CGI Finland	Hanken School of Economics PO Box 839 00074 CGI Email: purchaseinvoices_uni@xbs-salo.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 must appear on the invoice image.

Please also note that paper invoices sent to the previous address will not be delivered to Hanken School of Economics, and the sender of the invoice will not be informed of any undelivered invoices.