

E-invoicing and EN invoice on op.fi for corporate customers

An EN invoice is an e-invoice that fulfils the requirements of the European standard EN-16931 and those of the Finnish Act on e-invoicing that entered into force on 1 April 2019. The EN invoice conforms to the Finvoice 3.0 standard and semantic model. The EN invoice includes mandatory data elements which we present in these instructions.

Settings – Contact information

The payee's contact information must include *Business ID* (mandatory field). It is used to create the *VAT identifier* that is mandatory in EN invoices.

Send e-invoice

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(* indicates the required information)

E-invoice address	003741346227
Operator ID for e-invoices	OKOYFIHH
Business ID	<input type="text" value="1234569-7"/>
VAT identifier (VAT)	FI12345697
* Name	<input type="text" value="Puven testi oy"/> <input type="text" value="Hannu Herkku"/>


E-invoice search


The *Invoice type* field now includes new e-invoice types: *credit note*, *secure invoice* and *secure direct payment*.

Send e-invoice  

- E-invoicing
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E-invoice search

 Not all of the invoices you have sent could be delivered to their recipients. You have received 45 error replies related to invoices.
[> Process error replies of e-invoices](#)

Period - 

date according to due date

In customer's name

Invoices shown in the list also copies

Found invoices 1-20 / 73

DATE OF INVOICE	DUE DATE	INVOICE PAYER	INVOICE TYPE	INVOICE STATUS	AMOUNT (INCL. VAT)
16.04.21	30.04.21	2222	Invoice	Uncompleted	+3.97
21.04.21	05.05.21	abababa	Invoice	Invalid	+850.00
21.04.21	05.05.21	2222	Invoice	Uncompleted	+500.00
22.04.21	06.05.21	Alli Asiakas	Invoice	Uncompleted	+88.99
22.04.21	06.05.21	Alvi asiakas	Direct payment	Uncompleted	+88.99
22.04.21	06.05.21	Kauhajoen Kaupunki	Credit note	Uncompleted	-3,487.60

Creation of new e-invoice

The *Found customers* view now includes a new column called *Invoice format*. The format can be either *EN invoice* or *Finvoice 2.01*.

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Creation of new e-invoice

- Sender
- Customer search
- Product search
- Invoice details
- Invoice viewing

You can enter your search criterion and narrow the search with advanced search on the data you have selected, e.g. customer number. 

Enter search criterion

Search ▼

Search
Add new >

Found customers 1-20 / 163

Select customer

CUST. NO.	CUSTOMER ▼	BUSINESS ID	INVOICE FORMAT	TOWN/CITY	FUNCTIONS
987743	2222		EN invoice	1111	> Select
987769	2222	0345678-9	EN invoice	11	> Select
987749	5retr tretre		Finvoice 2.01	ghf	> Select
987750	5retr tretre		Finvoice 2.01	ghf	> Select
987719	abababa dsadsaas		Finvoice 2.01	EURAJOKI	> Select
987756	Alli Asiakas		Finvoice 2.01	Oulu	> Select
987799	Alvi asiakas	1234567-9	EN invoice	Kuopio	> Select

Edit customer data

When a customer wishes to send an EN invoice, select *EN invoice* under *Invoice format*.

Edit customer data

(* indicates the required information)

* Customer number

* Customer name

* Invoice delivery method

- E-invoice
- Direct payment
- Black-and-white printout, 2nd class mail (Printing service)
- Colour printout, Priority mail (Printing service)
- Email service

Invoice format EN invoice (Finvoice 3.0)
 An invoice that conforms with the European standard has been selected for the customer. For that reason, the invoice has several data fields.

* E-invoice address

* Operator ID

Organisational unit (EDI)

* Street address

* Postcode and town/city

Email address for email invoices:

Country and country code

Adding product to e-invoice

Product details now contain a new mandatory field, *VAT code*. Select the right VAT code from the drop-down menu. When the VAT Reverse Charge is selected as the VAT tax category code for a product, the VAT category for the product must be empty.

Adding product to e-invoice

Only the data you have completed and their headings come to the invoice.

Product code and name **008 Auto** [> Edit product details](#)

Supplementary product-specific information

Not transferred to the invoice

VAT category 24,00 %

* VAT code

* Product's unit price

Discount

Ordered quantity

* Quantity delivered

Drop-down menu options:

- Select --
- Select --
- Standard rate
- VAT-exempt product
- VAT reverse charge

Edit product details

Under *Product unit*, select the right unit from the drop-down menu or enter it in the field *Other, please specify*.

Edit product details

(* indicates the required information)

* Product code

* Product name

* Product unit

* Product's unit price

VAT category

Seller's posting by product

Product web address shown on the invoice

More information

Supplementary product-specific information

Drop-down menu options:

- piece (pcs)
- Select --
- piece (pcs)
- hour (h)
- metre (m)
- kilometre (km)
- kilogram (kg)
- square metre (m2)
- cubic metre (m3)
- day (day)
- month (mth)
- box (box)

Other, please specify



Invoice-specific details

In *Invoice-specific details*, you can fill in the details under *Purchase order identifier*, *Agreement identifier* and *Quotation reference*. (These fields aren't mandatory. Fill them in if the customer requires using these details.)

Invoice-specific details

* Invoice number 100000179

* Invoice reference no.

Reference without check digit. Check digit is included automatically.

Invoice format EN invoice

Purchase order identifier

Agreement identifier

Quotation reference

* Date of invoice

* Due date

Confidentiality

The *Confidentiality* view contains a new field, *Security code agreed with the recipient*. (You will receive this information from the recipient).

Confidentiality

Because the bank will always process all invoices with strict confidence, the marking has no effect on the bank's processing. Confidentiality information in the invoice transfers to the recipient who can take notice of it in its own process. There is no need to mark an ordinary invoice as confidential.

The invoice recipient or the operator of the recipient has not necessarily the capability to process an invoice marked as confidential. Agree with the recipient in advance on the adoption of the confidentiality function.

I want to mark the invoice as confidential.

Security code agreed with the recipient.

Credit note

You can create a credit note for a Finvoice 2.01 and EN invoice. There are two methods to do it:

Method 1:

Open the invoice whose status is *Paid* by clicking the customer name (link).

Found invoices 21-40 / 73


DATE OF INVOICE	DUE DATE	INVOICE PAYER	INVOICE TYPE	INVOICE STATUS	AMOUNT (INCL. VAT)
27.04.21	11.05.21	Alli Asiakas	Invoice	Paid (invoice status...)	+163.99

Under the bottom right corner of the sent invoice, select *Use as template for a new invoice*.

Send e-invoice

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E-invoice details

[> Show the full e-invoice](#) 

Invoice type	Invoice
Invoice status	Paid
Invoice number	100000147
Purchase order identifier	
Invoice reference no.	201901000936535
Invoice format	Finvoice 2.01
Terms of payment	30
Customer name	Alli Asiakas
Recipient's e-invoice address	TULOSTUSPALVELU
Recipient's operator ID	OKOYFIHH
Sent invoice copy	-

Date of invoice	27.04.2021
Due date	11.05.2021
Sent	27.04.2021
Amount (incl. VAT)	+163.99 euros

Save the invoice to your computer

> Save the invoice to your computer (.xml)

Save style and format data and the invoice in the same place.

The data enable you to later view the saved invoice to look like a real paper invoice.

> Save xsl style sheet

> Save format data (.css)

> Save xsd schema file

Delete

< Back to search

> Use as template for a new e-invoice

> Send a copy of the e-invoice to the recipient

On the product row, click the name of the product.

Send e-invoice

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Products added to e-invoice

PRODUCT NAME	IDENTIFIER	DELIVERED/O RDERED	EXCL. VAT UNIT PRICE	INCL. VAT UNIT PRICE	VAT RATE	DISCOUNT RATE	EXCL. VAT TOTAL
Auto	008	1 KPL	71.7742	89.00	24%	0%	71.77
Excl. VAT, total, euros							71.77
VAT							17.22
Incl. VAT, total, euros							88.99
<input type="button" value="Search for product for e-invoice »"/>							

Click **Continue »** to go to invoice details

« Previous

Continue »

Click *Continue* to access the details.

In the *Product's unit price* field, enter a minus sign before the amount to make the amount negative.

Under *More information*, you can specify to which invoice the credit note applies. Then select *Add product for e-invoice*.

Only the data you have completed and their headings come to the invoice.

Product code and name **008 Auto** [> Edit product details](#)

Supplementary product-specific information

Not transferred to the invoice

VAT category 24,00 %

* Product's unit price euros

The price I stated includes VAT

VAT will be added to the price I stated

Discount %

Ordered quantity KPL

* Quantity delivered KPL

Date of order

Delivery date or period -

More information

[« Return](#)

[Delete](#)

[Add product for e-invoice »](#)

Click *Continue*. In the view that opens, click *Send* to send this invoice as a credit note to the customer.

Method 2:

Create a *New e-invoice*. Add the product to the invoice and enter a minus sign before the amount in the *Product's unit price* field (make it a negative amount). Under *More information*, you can specify to which invoice the credit note applies. Then select *Add product for e-invoice*.

Only the data you have completed and their headings come to the invoice.

Product code and name **008 Auto** [> Edit product details](#)

Supplementary product-specific information

Not transferred to the invoice

VAT category 24,00 %

* Product's unit price euros

The price I stated includes VAT

VAT will be added to the price I stated

Discount %

Ordered quantity KPL

* Quantity delivered KPL

Date of order

Delivery date or period -

More information

[« Return](#)

[Delete](#)

[Add product for e-invoice »](#)

The heading of this invoice will be *Hyvityslasku* in Finnish (credit note).

TulostaSulje

HYVITYSLASKU**Myyjä:**

Y-tunnus: 1234567-8
Lissun puoti
Hannu Herkku
Kauppakatu 2 TESTI
00100 HELSINKI
mm xx
mm.yritys.fi
020

Laskutusaihe:

Laskun päivä: 7.6.2021
Laskunro: 100000179

Maksettava:

Eräpäivä: 21.6.2021
Maksun saajan nimi: Lissun puoti
IBAN: FI40 5849 9920 0068 68
BIC: OKOYFIHH
Viitenumero: 20190 10009 36849

Ostaja:

Alli Asiakas
Isokatu 14
90100 Oulu

Maksuehto:

Eräpäivä: 21.6.2021

testing testing

Kuvaus	Tuotetunnus	Toimitettu	Yksikköhinta veroton ja määrä	Alv-määrä	Yhteensä verollinen
Auto	008	1 KPL	-71,774 => -71,77	-17,22 (24 %)	-88,99
			Yksikköhinta verollinen		
			-89,000		

NOTE! The invoice can only be created and printed in Finnish or Swedish (based on the selected language).