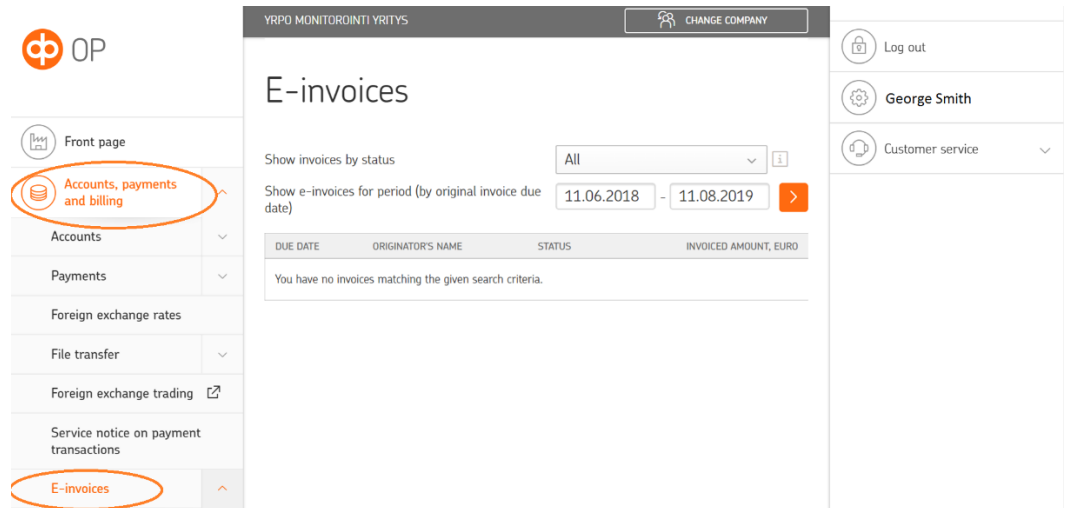


E-invoicing on op.fi for corporate customers

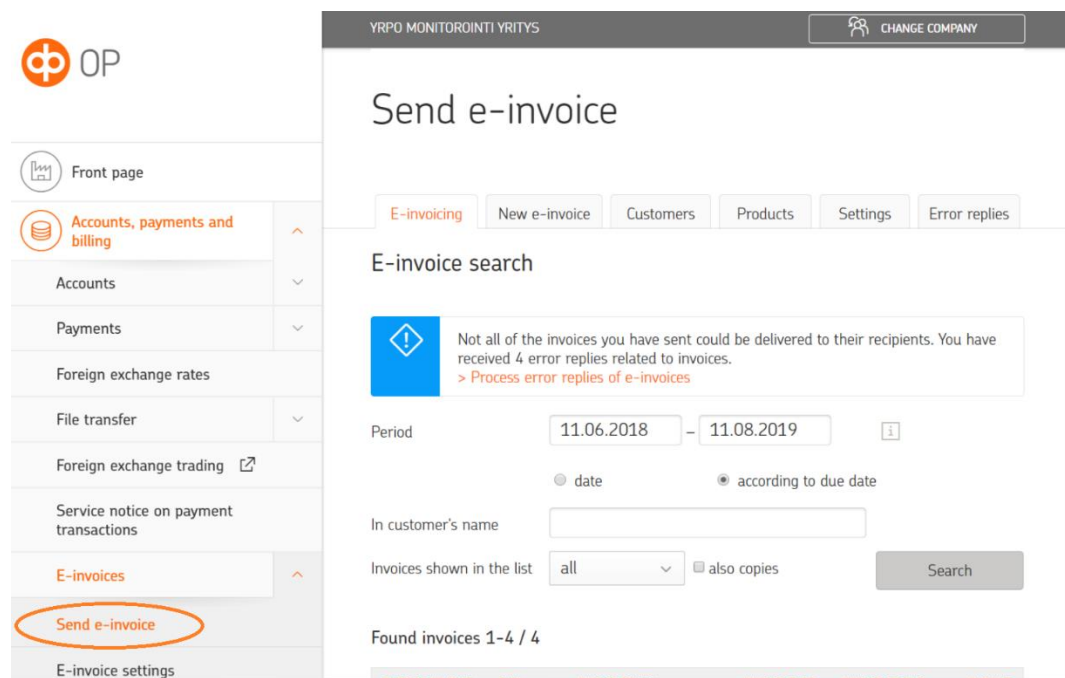
E-invoicing services are located under Accounts, payments and invoicing.



Under the first tab, E-invoices, you will find the created e-invoices and see their status. You may search invoices using the list's search functions such as time period and customer name. The starting page also shows notifications of received error replies and e-invoice orders.

Sending e-invoices

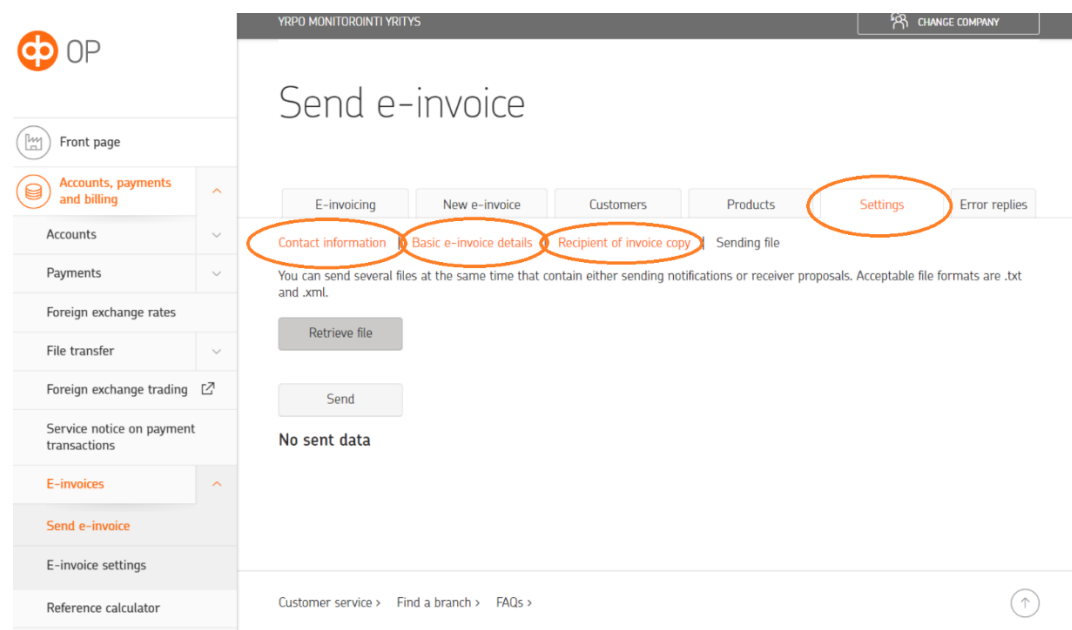
Sending e-invoices on op.fi for corporate customers is easy. You can enter the basic details of your company, products and customers in the service, where they will be ready for use. Invoices can be sent either as an e-invoice or on paper. To go to invoicing, select Send e-invoice under E-invoices.



You can enter the basic details of your company, products and customers in the service, where they will be ready for use. Invoices can be sent either as an e-invoice or on paper. On the front page of the service you will see the most recently sent e-invoices. Use the search function to search older e-invoices. The list also shows the status of the sent e-invoices.

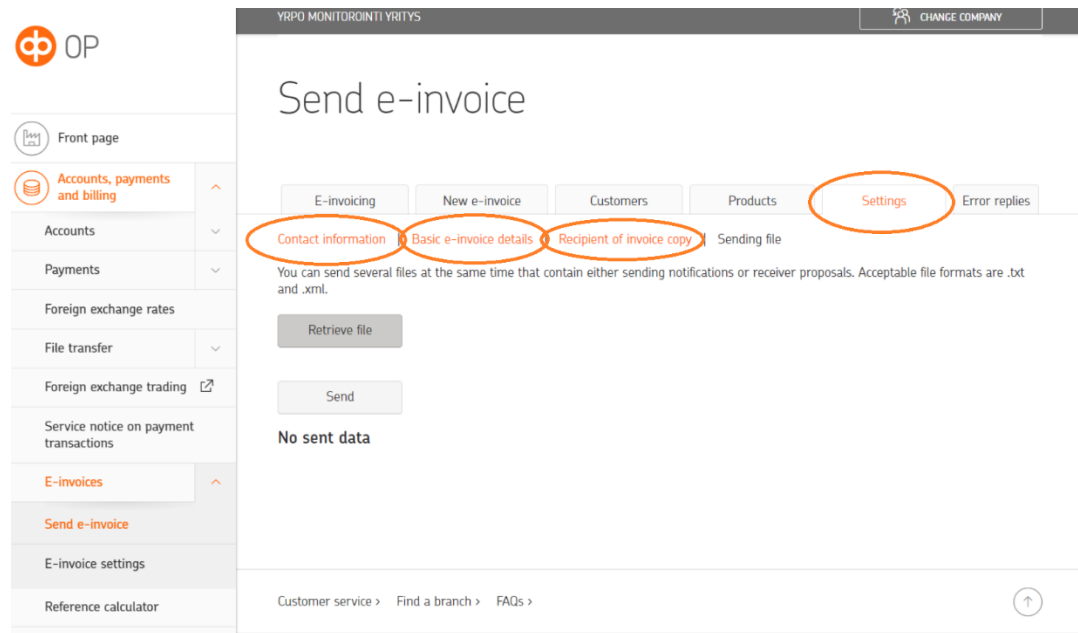
Settings

Use the Settings tab to modify the basic details of your company and e-invoices, such as the bank account to be credited. You can also define a recipient for invoice copies, such as your company's accountant, under Settings. The service asks you to check the settings when you log into e-invoicing service for the first time. You must define the settings before sending the first invoice.



Sending invoicer messages

You can send invoicer messages by selecting Send file under Settings. Invoicer messages must be sent to consumer customers when using e-invoices and/or direct payment. You can create an invoicer message with by opening the programme behind the link Invoicer Message Program on Finance Finland's webpage. Save the file created with the programme to your computer, click the Select file button to select it and the Send button to send it. The invoicer message must be sent to each financial institution separately, and you will be charged a fee for this in accordance with the list of service charges and fees.



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Send e-invoice

E-invoicing New e-invoice Customers Products **Settings** Error replies

Contact information Basic e-invoice details Recipient of invoice copy Sending file

You can send several files at the same time that contain either sending notifications or receiver proposals. Acceptable file formats are .txt and .xml.

Retrieve file

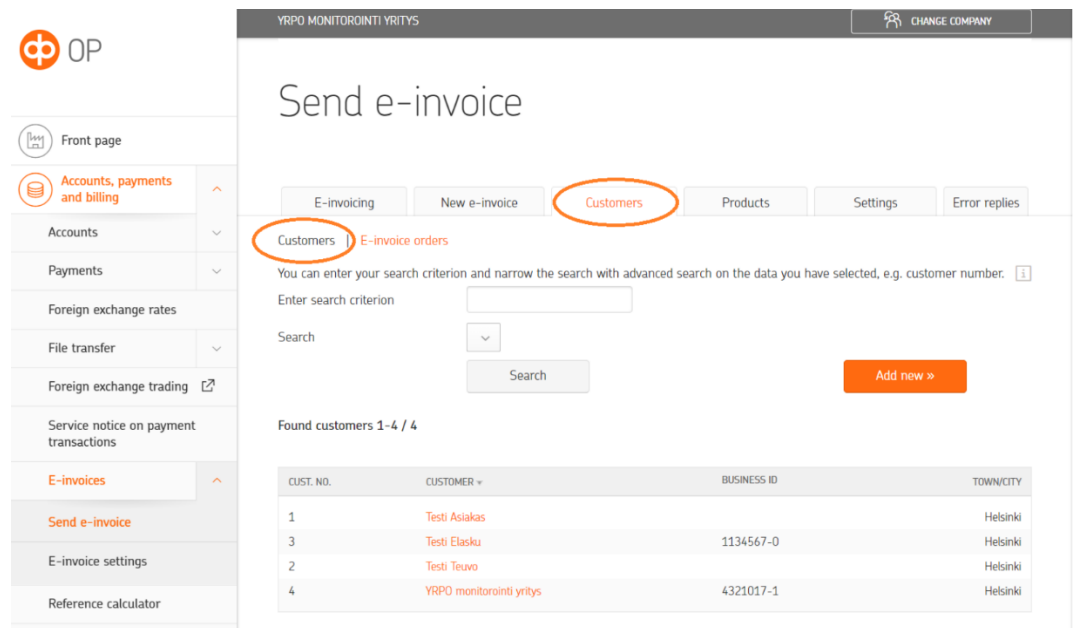
Send

No sent data

Customer service > Find a branch > FAQs >

Customer register

In the customer register, you can save the details of your company's customers. A new customer's details may also be saved in the register when you create a new invoice.



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Send e-invoice

E-invoicing New e-invoice **Customers** Products Settings Error replies

Customers E-invoice orders

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

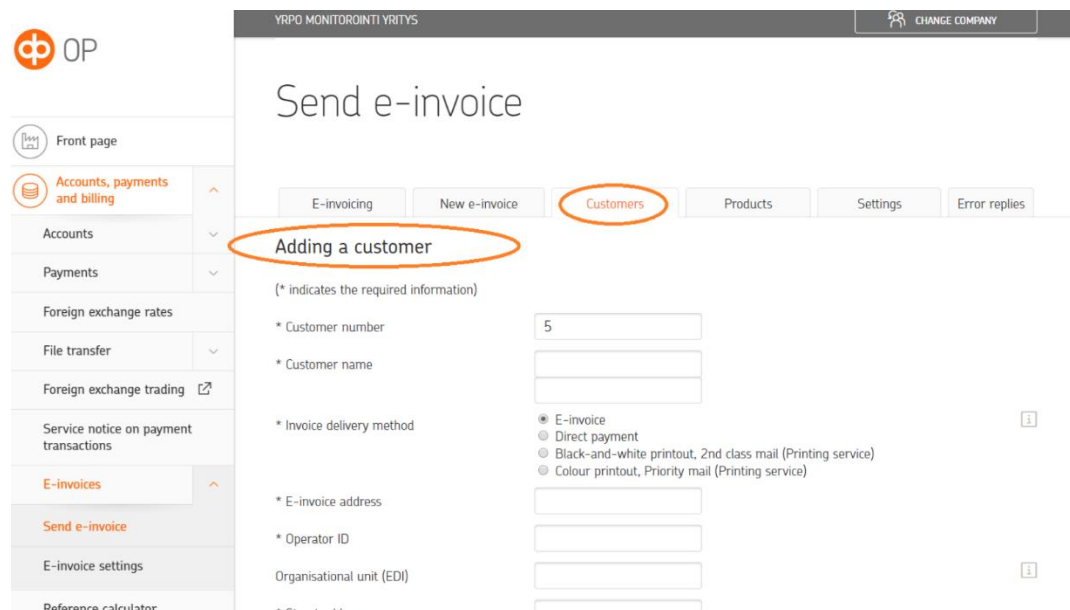
Search

Search

Add new »

Found customers 1-4 / 4

CUST. NO.	CUSTOMER »	BUSINESS ID	TOWN/CITY
1	Testi Asiakas		Helsinki
3	Testi Eläsky	1134567-0	Helsinki
2	Testi Teuvo		Helsinki
4	YRPO monitorointi yritys	4321017-1	Helsinki



Send e-invoice

E-invoicing New e-invoice **Customers** Products Settings Error replies

Adding a customer

(* 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)

* E-invoice address

* Operator ID

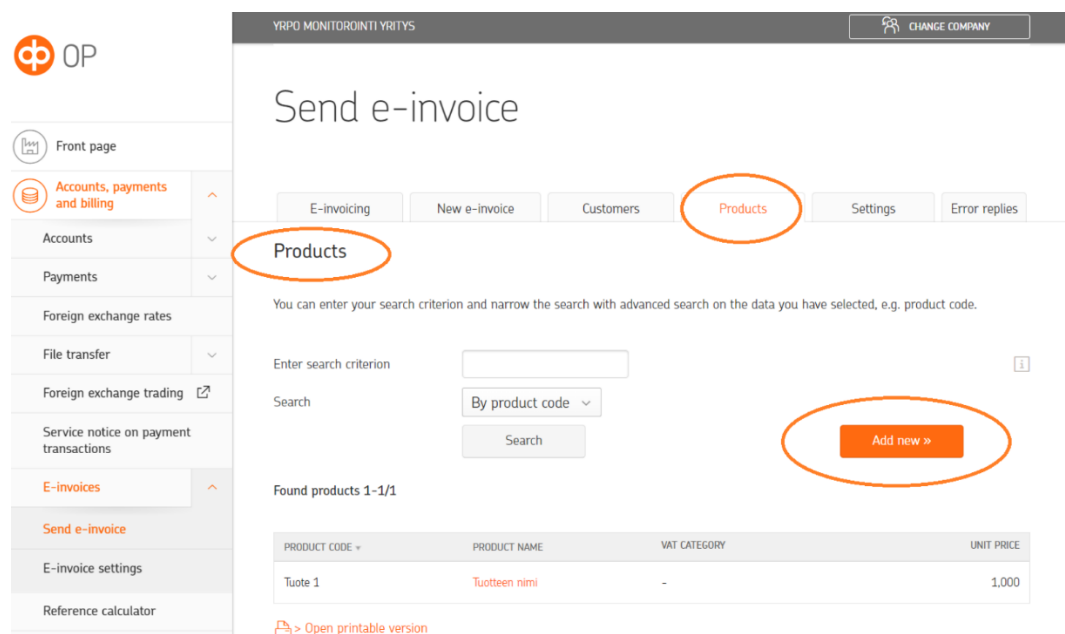
Organisational unit (EDI)

* Client address

Information concerning the e-invoice and direct payment orders sent by consumer-customers to your company are saved under E-invoice orders.

Product register

You can save the products and services your company sells in the product register. A new product or service may also be saved in the product register when you create a new invoice.



Send e-invoice

E-invoicing New e-invoice Customers **Products** Settings Error replies

Products

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

Enter search criterion

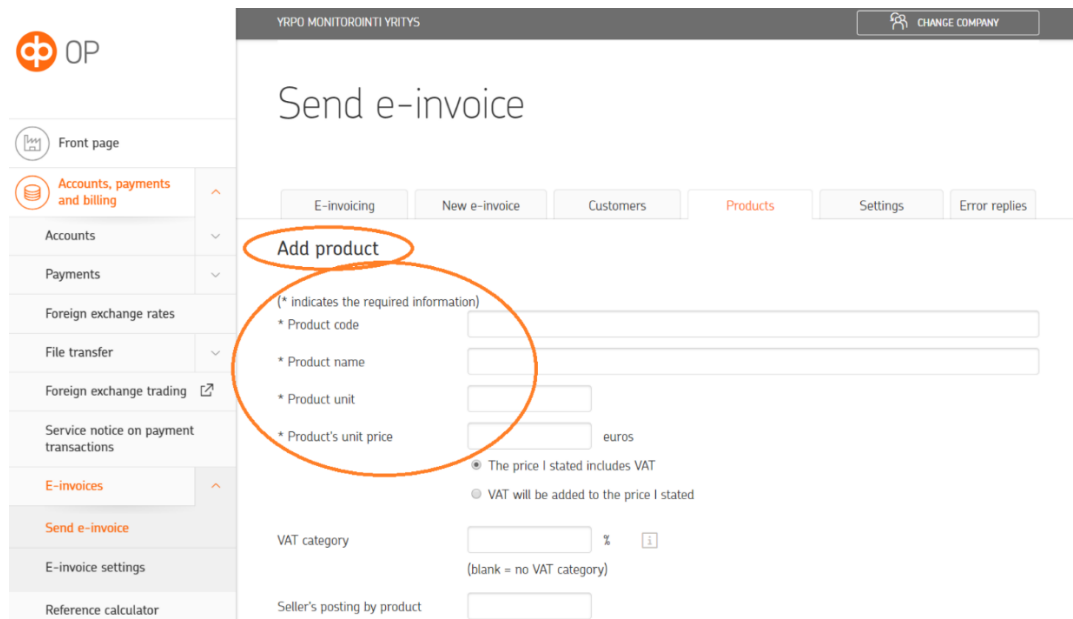
Search

Add new »

Found products 1-1/1

PRODUCT CODE	PRODUCT NAME	VAT CATEGORY	UNIT PRICE
Tuote 1	Tuotteen nimi	-	1,000

[Open printable version](#)



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CHANGE COMPANY

Send e-invoice

E-invoicing New e-invoice Customers Products Settings Error replies

Add product

(* indicates the required information)

* Product code

* Product name

* Product unit

* Product's unit price euros

☒ The price I stated includes VAT

☐ VAT will be added to the price I stated

VAT category %

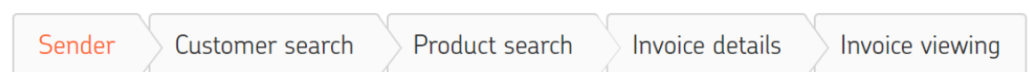
(blank = no VAT category)

Seller's posting by product

Checklist for creating and sending an e-invoice

1. Start by selecting New e-invoice. Sender details can be edited under Settings.
2. Select the invoiced customer. You can either select a customer from an existing list of customers or add a new customer to the invoice being created by selecting Add new.
3. Select the invoiced product or service. You can either select a product from an existing list or add it as a new product to the invoice being created.
4. Invoice details to be added include, for example, invoice number and reference number, and due date. Preselected details may be changed as well. For example, you can increase the invoice number or change the reference number by selecting an unused number.
5. In View invoice, you can check the content of the invoice and send it by clicking the Send button. Click Previous to go back to the previous tab to edit the contents of the invoice. You can also save an incomplete invoice.

Creation of new e-invoice



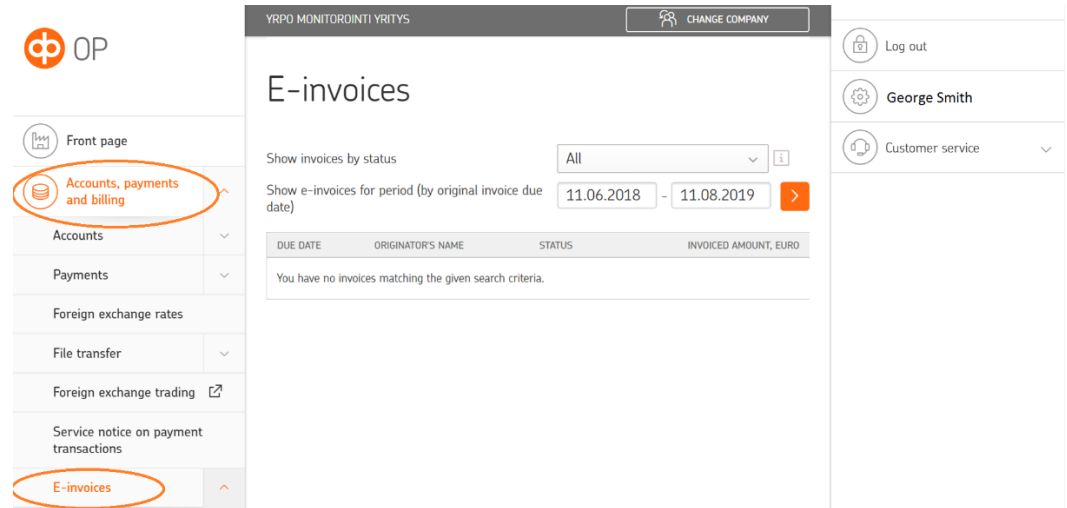
Error replies

You will get an error message if the invoice does not reach its recipient for example because the receiver details are insufficient. Error replies are shown on the e-invoicing starting page and you can handle them by clicking the button Handle e-invoice error replies.

In case you need to clarify the reason for the error replies, contact the telephone service for corporate customers, Corporate and Payment Services, at 0100 05151 (Mon-Fri 8am–10pm).

Receiving e-invoices

E-invoicing services are located under Accounts, payments and invoicing. Click the E-invoices button to see the received, unconfirmed e-invoices.



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E-invoices

Show invoices by status: All

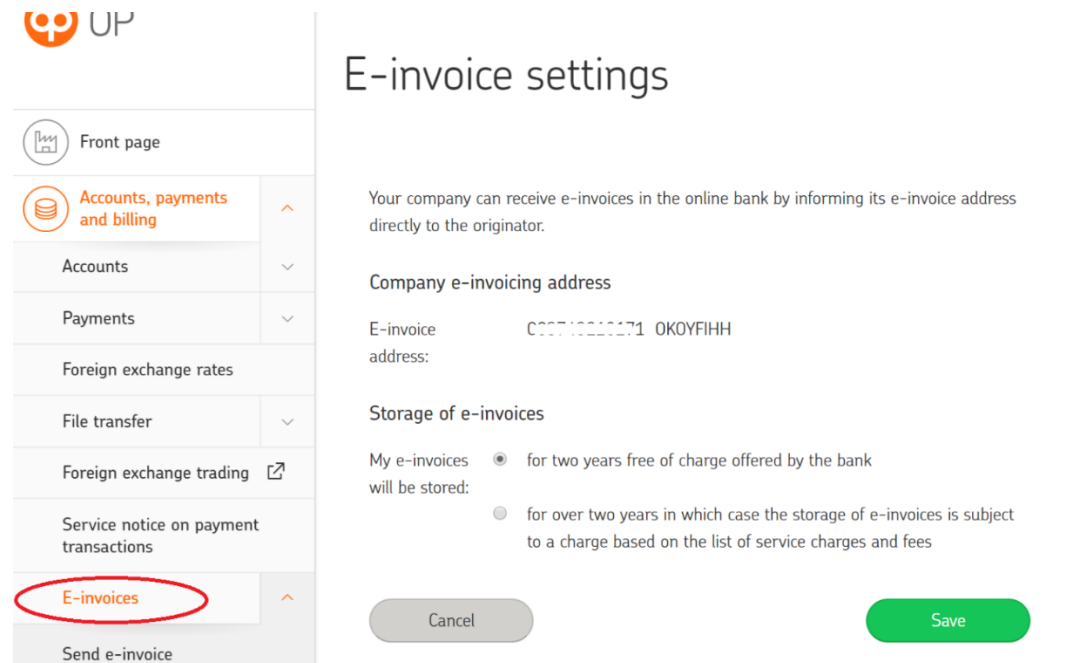
Show e-invoices for period (by original invoice due date): 11.06.2018 - 11.08.2019

DUE DATE	ORIGINATOR'S NAME	STATUS	INVOICED AMOUNT, EURO
You have no invoices matching the given search criteria.			

Log out
George Smith
Customer service

Corporate e-invoicing address and information on custody

You will find your company's e-invoicing address and information on custody by clicking the E-invoicing service settings button.



E-invoice settings

Your company can receive e-invoices in the online bank by informing its e-invoice address directly to the originator.

Company e-invoicing address

E-invoice address: 000710011171 OKOYFIHH

Storage of e-invoices

My e-invoices will be stored: ☒ for two years free of charge offered by the bank ☐ for over two years in which case the storage of e-invoices is subject to a charge based on the list of service charges and fees

Cancel Save