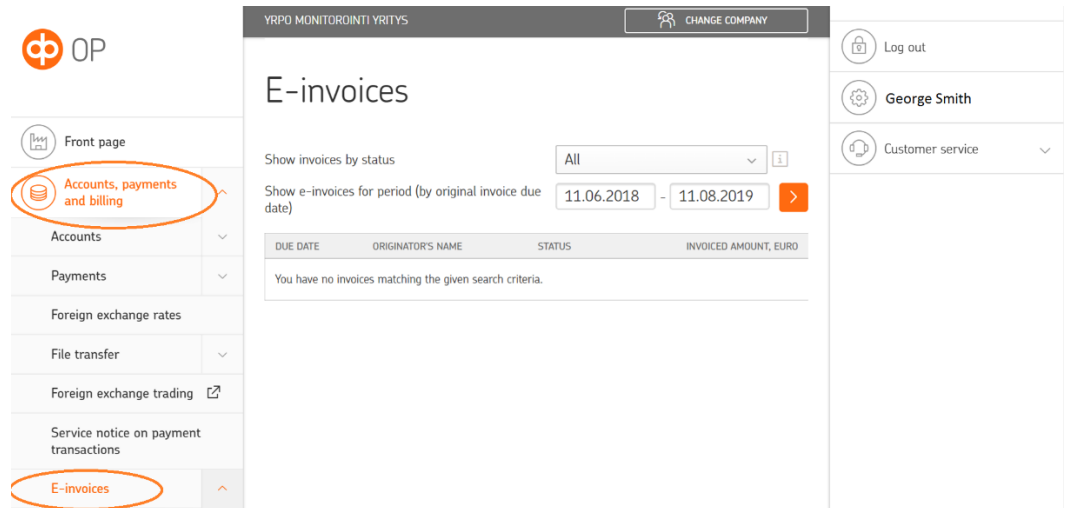# E-invoicing on op.fi for corporate customers

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.
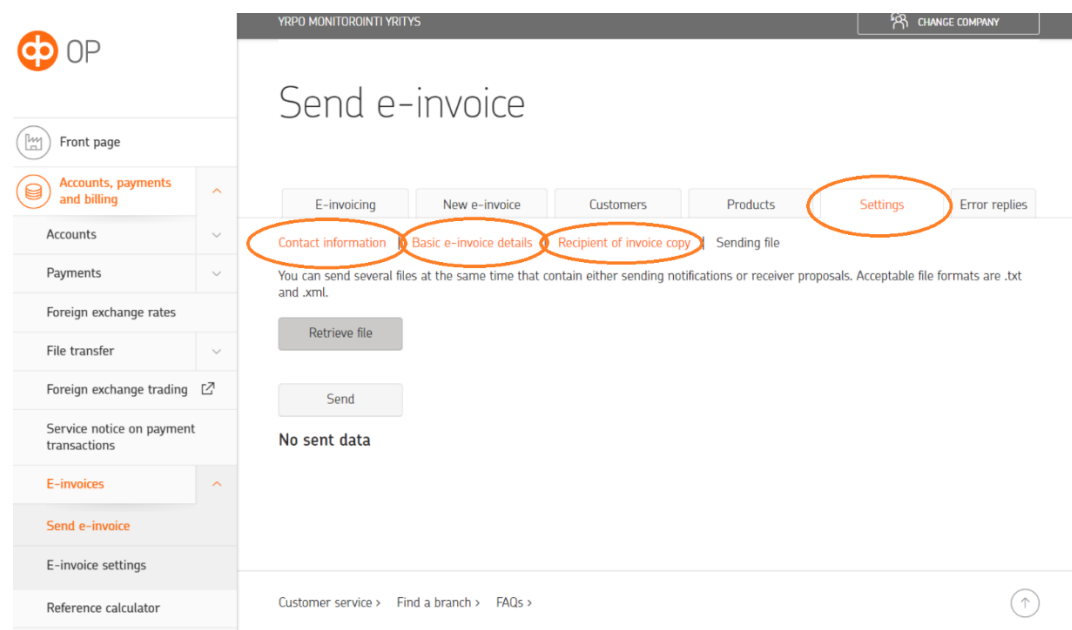
Sending e-invoices

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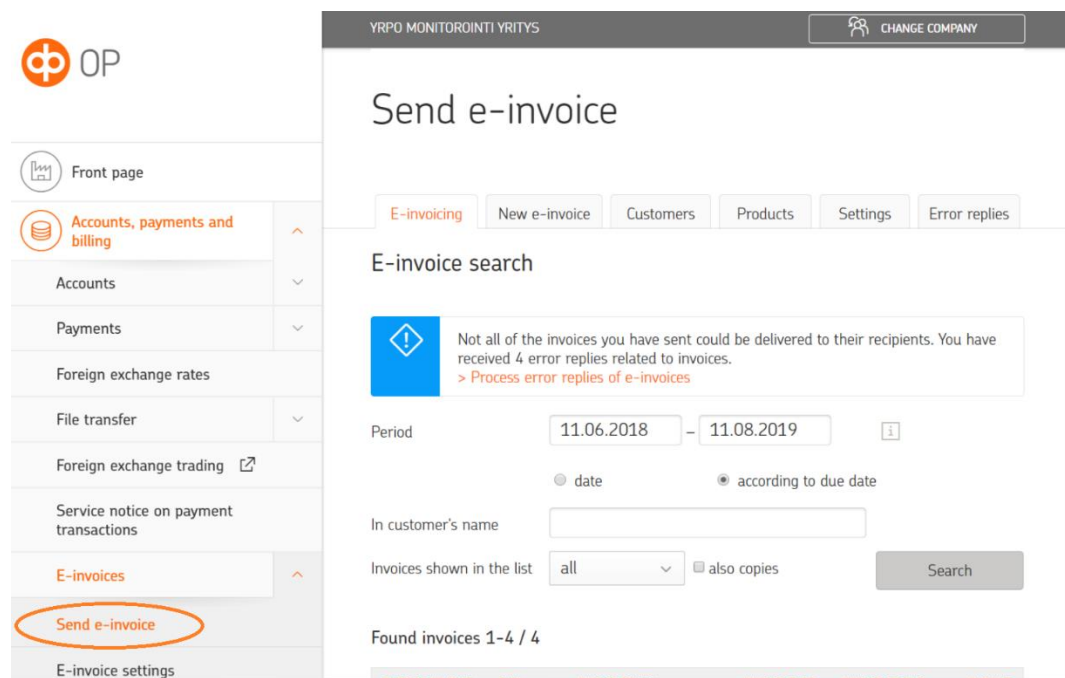
You can enter the basic details of your company, products and customers in the service, where they will be ready for use. Invoices can be sent either as an e-invoice or on paper. On the front page of the service you will see the most recently sent e-invoices. Use the search function to search older e-invoices.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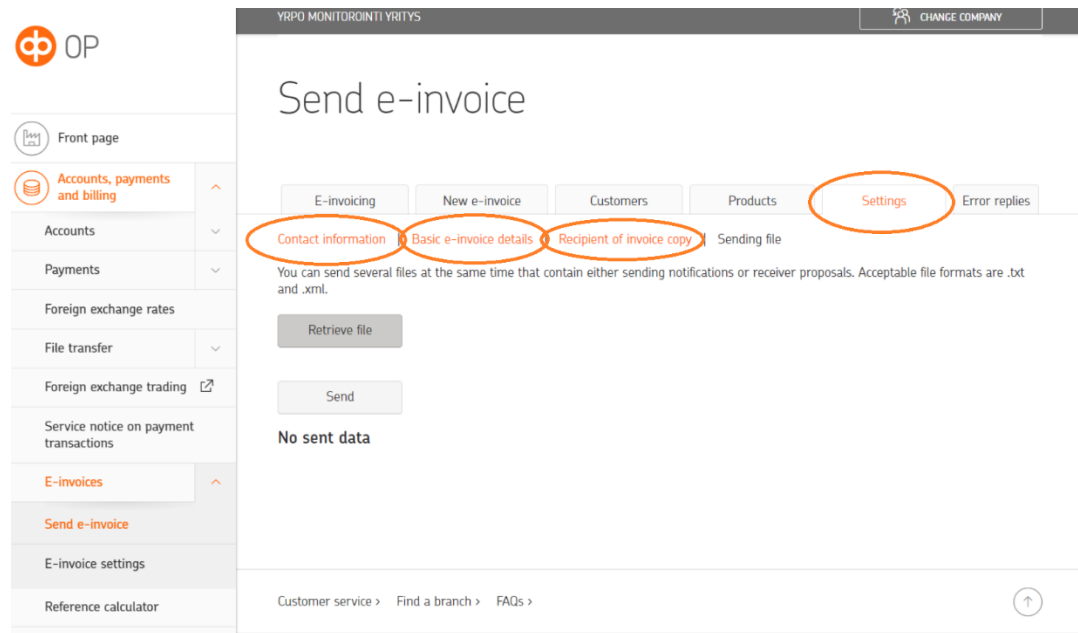
Settings

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.

6 August 2018
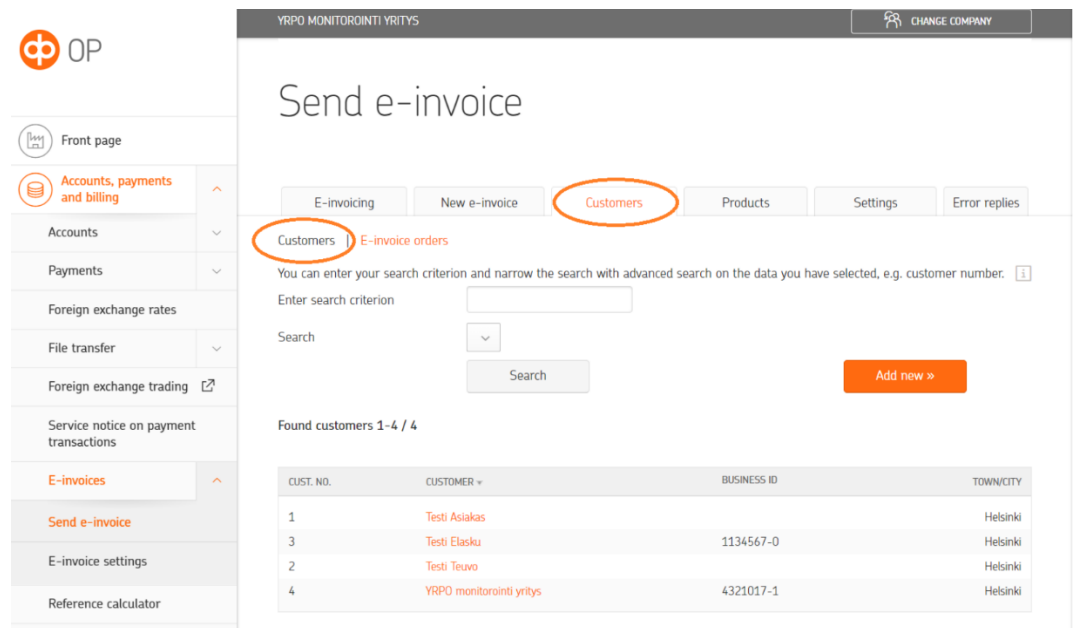
Customer register

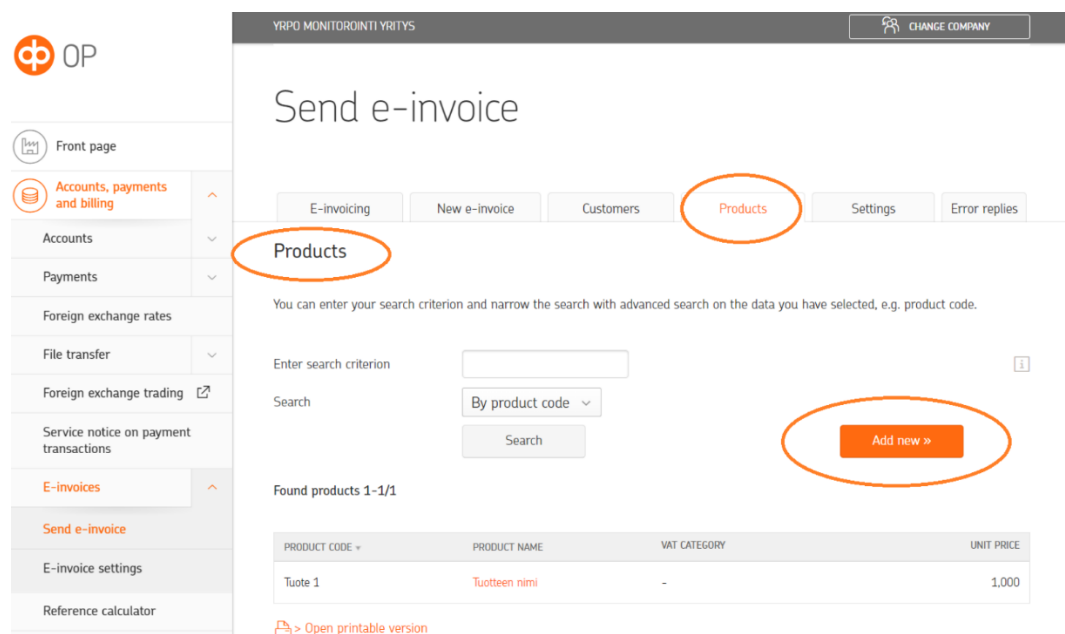In the customer register, you can save the details of your company's customers. A new customer's details may also be saved in the register when you create a new invoice.

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.

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.
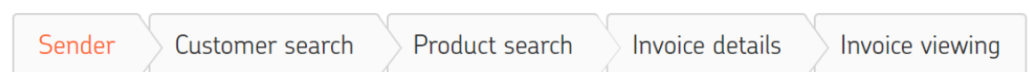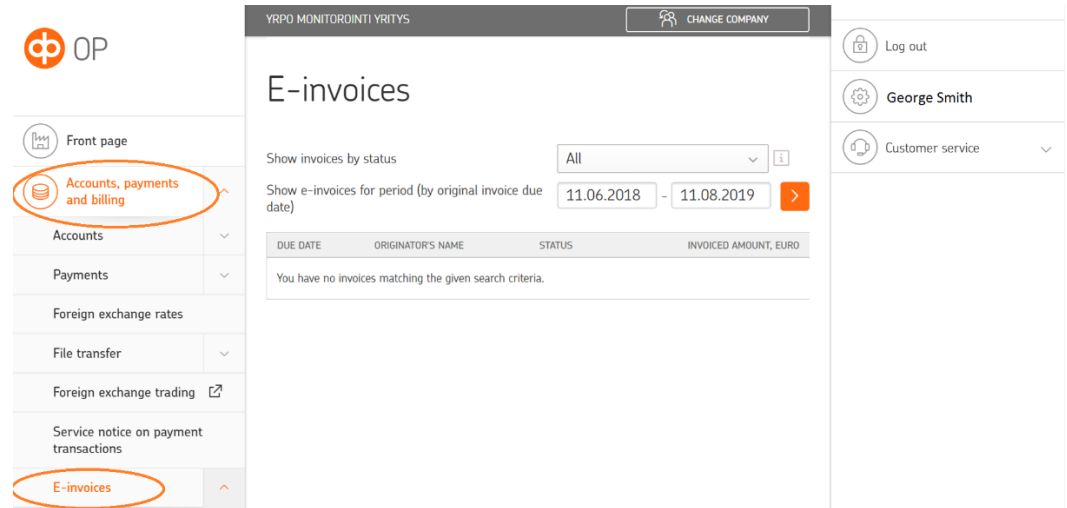

Error replies

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.
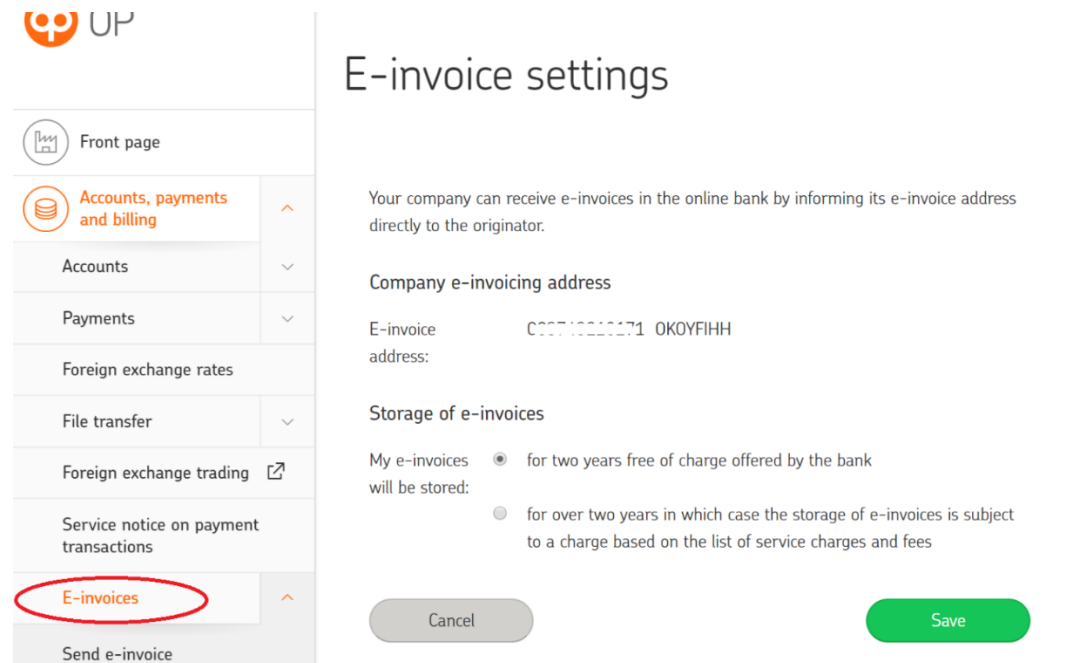
Corporate e-invoicing address and information on custody

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