Select "Create new invoice" from front page

Start creating new invoice by "Select Recipient"

Enter "Helsingin kaupunki"

Select Recipient   ✕

Helsingin kaupunki   ⊗

Company	Tax Registration	Action
★ **Helsingin kaupunki** Finland	**Finland** FI:ORGNR 02012566	Select
☆ **Helsingin kaupunki / Kaupunginkanslia / Digitaalinen perusta** Finland		Select
☆ **Helsingin kaupunki / Helsinki yhteinen** Finland		Select
☆ **Helsingin kaupunki / Innovaatiorahasto** Finland		Select
☆ **Helsingin kaupunki / Kasvatus ja koulutus / Hallinto- ja tukipalvelut** Finland		Select
☆ **Helsingin kaupunki / Kasvatus ja koulutus / Lukio- ja ammatillinen koulutus** Finland		Select
☆ **Helsingin kaupunki / Kasvatus ja koulutus / Perusopetus**		Select

Choose correct recipient and
press "Select"

Helsinki

Fill invoice details in a form
- Mandatory details are due date and invoice number
- Fill other important information like:
    - purchase order number and/or recipients contact person
    - index number or bank message

Fill the line data of the invoice by pressing "+Add Line"
- Line type is either Material or Service
- Name and Description fields signifies Material/Service you're billing
- Mandatory information includes also Unit Price and Unit of Measure (example Piece or Hour)
- System automatically counts total amount based on line data and tax prosent.

After you have filled all invoice and line details, check that you're companies details and bank account details are correct, then press "Send Invoice"

Tax Details

Tax %	Net Total	Amount	Currency
0.00 %	1,000.00	0.00	EUR

Invoice Summary

Net Total	1,000.00
Tax	0.00
GROSS TOTAL	1,000.00

Sender's Details

⊕ Add Bank Account

Organisation:	Testitoimittaja Helsingin kaupungille
	PL 250
	00099 Helsinki
	Finland

⊖ IBAN FI8681199710000695
SWIFT: DABAFIHH

Legal Image Language:	Suomi ⌄
Tax Identification Number:	FI02012566
Organisation No.:	0201256-6
Y-TUNNUS:	0201256-6
Tel.:	
Fax:	
Email:	talpa.ostolaskut@hel.fi

» Discard Draft   » Save Draft   » Send Invoice

Saved at 13:54

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