



National Emergency Supply Fund

Date 1.4.2026

Dear supplier,

**National Emergency Supply Agency now only accepts e-invoices and requires that the order number / agreement number / posting reference / procurement agreement identifier is stated on the invoice**

National Emergency Supply Agency only accepts, processes and archives invoices in electronic form. Please ensure that in the future, your electronic invoices must be compliant with the European Standard and be submitted electronically via the central government e-invoicing service operator.

**Our e-invoice address is:**

E-invoice address /EDI-code:	003736007327
Peppol-address:	0216:003736007327
<b>Operator</b>	<b>Posti Messaging Oy</b>
<b>Operator ID</b>	<b>FI28768767</b>
Business ID:	3600732-7

**Order number beginning with V1**

We require our suppliers to show order numbers on their invoices so that our invoice processing system can automatically allocate the invoice to the relevant order. The first characters of an order number are always V1. The order number is primarily indicated in the 'order number' field on the invoice (the OrderIdentifier in Finvoice XML). In exceptional situations the data may be indicated in the 'Buyer's reference/your reference' field (BuyerReferenceIdentifier in Finvoice XML). In addition to the order number, the invoice must show the name of the customer's contact person. Each invoice may only contain the information belonging to a single order.

No other information should be included with the order number. In addition to being shown in a visual image of the e-invoice, the order number should also be included in the XML file generated from the invoice. The XML format of the e-invoice contains the invoice contents in an electronic format, which is normally not visible to the invoicer. You should check with your invoicing system supplier that the order number is included in the XML file generated from the invoice. If you are using the Handi supplier portal or Basware's e-invoicing service, the order number is included in the invoice XML file.



### **Agreement number beginning with VSK1**

We require that the invoice includes the agreement number beginning with VSK1 as provided by the accounting unit / agency so that our invoice processing system can automatically allocate the invoice to the relevant agreement. The invoicing-related agreement number beginning with VSK1 must be entered in the field 'Buyer's reference' (BuyerReferenceIdentifier in Finvoice XML).

No other information should be included with the agreement number. In addition to being shown in a visual image of the e-invoice, the agreement number should also be included in the XML file generated from the invoice. The XML format of the e-invoice contains the invoice contents in an electronic format, which is normally not visible to the invoicer. You should check with your invoicing system supplier that the agreement number is included in the XML file generated from the invoice. If you are using the Handi supplier portal or Basware's e-invoicing service, the agreement number is included in the invoice XML file.

### **Procurement agreement identifier**

The procurement agreement identifier used between the agency and the supplier must be entered in the e-invoice message's field 'agreement number' (AgreementIdentifier in Finvoice XML).

### **Handi Supplier Portal**

If you do not yet have an e-billing system, you can use the Finnish Government's e-billing service Handi to produce and send invoices. To start using the Handi portal, you must contact the agency contact person or purchaser and provide them with an e-mail address, where the invitation to the portal is to be sent. In the future, this e-mail address serves as your system administrator ID, which you can use to create new user IDs in the portal. The agency that you are about to send an invoice to will create a supplier invitation to the Handi service. The Finnish Government Shared Services Centre for Finance and HR (hereinafter referred to as Palkeet) performs a technical check-up before the invitation is sent. You will receive a login link and further information on the supplier portal via e-mail. If you have never supplied anything to central government agencies before, we will be asking for your company information in connection with registration. Please fill in this information and submit it to Palkeet. You will be given the final link to the supplier portal once Palkeet has saved your supplier details into the financial control system.

The login link in the portal invitation is valid for 96 hours. If the link has expired, Palkeet will send you a new link upon request. Palkeet also monitors supplier invitations that have not been responded to and sends new links. Please refer to [handitoimittajapalvelu\(at\)palkeet.fi](mailto:handitoimittajapalvelu(at)palkeet.fi) or Palkeet customer support, tel. +358 2955 64 060 during service hours (Mon–Fri



8 am–4.15 pm) for any issues concerning the implementation of the Handi supplier portal.

### **Basware Supplier Portal**

If your organisation does not yet have an e-invoicing system, you can use the Basware e-invoicing service (Supplier Portal) to produce and send e-invoices. This service is currently offered free of charge. To log on to the Basware portal, please contact the accounting unit / agency. And to find out more about using Basware Portal, please visit

[https://www.valtiokonttori.fi/en/services/government-e-invoices/invoicing-the-state/#invoicing-the-state.](https://www.valtiokonttori.fi/en/services/government-e-invoices/invoicing-the-state/#invoicing-the-state)

### **Invoice attachments**

You can also use the e-invoicing service to submit attachments to invoices in the electronic format. We recommend that you use the pdf format for such attachments.

### **Consolidated invoice**

Traditionally, a consolidated invoice is an invoice that charges several agreements or orders in invoice lines. This kind of invoice is not suitable for invoicing according to the European standard, because in an invoice according to the European standard it is not possible to tell the number of each order or agreement per invoice row (row-level information).

Several deliveries can be invoiced with an invoice according to the European standard, if the deliveries in question have been ordered with the same purchase order number or agreement number per invoice (header-level information). If the invoice does not have a header-level agreement number or order number, then all separate orders must be invoiced with individual invoices.