



Invoicing Instructions for Defence Properties Finland

We primarily accept and process invoices via electronic invoicing (e-invoices). To ensure your invoice is directed to the correct region, please use the correct e-invoice address. **Each invoice must include a purchase order number or a recurring contract number provided by the purchaser. If you do not have one, please contact the purchaser before sending the invoice.**

E-Invoice Operator

Operator: CGI Suomi Oy
Operator ID: 003703575029
Business ID: 3169414-8

Region	Area	E-Invoice Address
Region South Finland	Helsinki and nearby areas, Riihimäki, Hämeenlinna	003731694148010
Region West Finland	Turku, Säkylä, Tampere, Niinisalo	003731694148030
Region East Finland	Hamina, Lappeenranta, Kouvola, Mikkeli, Kuopio	003731694148070
Region North Finland	Jyväskylä, Haapajärvi, Kajaani, Rovaniemi, Sodankylä	003731694148080
Centralised Functions	Organisational costs and invoices related to PKI projects	0037316941480100

Postal address for purchase invoices

Defence Properties
[Region]
P.O. Box 1000
FI-00531 Helsinki

Invoices in PDF format can be sent to [ostoreskontraPK\(at\)senaatti.fi](mailto:ostoreskontraPK(at)senaatti.fi).

Suppliers may also use the free **Handi Supplier Portal**. In the portal, they can receive orders and create invoices. For more information, contact [handi\(at\)senaatti.fi](mailto:handi(at)senaatti.fi).

The standard payment term is 21 days net.



Defence Properties Finland

24.11.2025

Sole traders and light entrepreneurs providing the service must send a YEL/MYEL insurance certificate by email to ostoreskontraPK(at)senaatti.fi. The certificate must be no older than three months. Private individuals and companies not listed in the Prepayment Register must send the invoice and, if necessary, a tax card to ostoreskontraPK(at)senaatti.fi as well as to the purchaser. All documents must be submitted in PDF format.

Invoice Content Requirements

Defence Properties Finland requires that all invoices contain only public information. This means that the invoices must be sanitised. Sanitisation refers to removing any details that could unnecessarily reveal customers' operations. The invoice or its attachments must not include any organisational details of Defence Properties' customers, any customer contact persons, or any information revealing the intended use of buildings or their precise location.

The purchaser and the sanitised delivery address must be clearly stated on the invoice.

For project invoices, a purchase order number starting with PK and a project number are mandatory.

The purchase order number must be entered in the Your reference or Order number field. No other information may be entered in this field.

The purchase order or recurring reference in the XML structure

The purchase order number field is HEADER/ORDER_INFORMATION[@ORDER_TYPE="CO"] [1] /ORDER_REFERENCE. If this field is not available in your invoicing system, the purchase order number may exceptionally be included in the buyer's reference or your reference field HEADER/ORDER_INFORMATION/ORDER_REFERENCE. **Orders must not be combined on the same invoice. Each invoice must correspond to a single order.**

Recurring contract reference in the XML structure

The recurring contract reference field is HEADER/CONTRACT_INFORMATION/CONTRACT_NUMBER.

More information: <https://www.senaatti.fi/en/defence-properties-finland/>