

Senate Properties and
Senate Station Properties
Ltd
24.11.2025

Invoicing Instructions for Senate Properties and Senate Station Properties Ltd

We primarily accept and process invoices via electronic invoicing (e-invoices). To ensure your invoice is directed to the correct company, 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

Senate Properties

Business ID: 1503388-4
E-invoice address: **003715033884**

Postal address for purchase invoices

Senate Properties
P.O. Box 237
FI-00531 Helsinki

Senate Station Properties Ltd

Business ID: 2956119-4
E-invoice address: **003729561194**

Senate Station Properties Ltd, c/o Senate Properties
P.O. Box 237
FI-00531 Helsinki

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

Sole traders and light entrepreneurs providing the service must send a YEL/MYEL insurance certificate by email to [ostoreskontra\(at\)senaatti.fi](mailto:ostoreskontra(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 [ostoreskontra\(at\)senaatti.fi](mailto:ostoreskontra(at)senaatti.fi) as well as to the purchaser. All documents must be submitted in PDF format.

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Invoice Content Requirements

The purchaser and delivery address must be stated on the invoice. If the invoice contains confidential information or relates to a confidential project, the delivery address must be formatted as instructed by the purchaser.

For project invoices, a purchase order number starting with SK or SA 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 must be included 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 -field. **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 number field is HEADER/CONTRACT_INFORMATION/CONTRACT_NUMBER.

More information: <https://www.senaatti.fi/en/>