

## INVOICING INSTRUCTIONS FOR DONASCI, UNIVERSITY OF HELSINKI

1. Lecture fees to [minttu.uunila@helsinki.fi](mailto:minttu.uunila@helsinki.fi)
2. Travel invoices with original receipts to [hy-laskut@helsinki.fi](mailto:hy-laskut@helsinki.fi)
3. The course organizer should direct all invoices (hotel, travel agency, course material etc.) to the University of Helsinki by using the following invoice addresses:

- **Electronic invoicing address for the University of Helsinki:**

Electronic invoicing address: 003703134717  
EDI code: 003703134717  
Business Identity Code 0313471-7  
Electronic invoicing service provider: Telia Finland Oyj  
Intermediary's code 003703575029

- **If a supplier cannot provide an electronic invoice**, the University of Helsinki is able to receive emailed purchase invoices that are in PDF or TIFF format, email address [hy-laskut@helsinki.fi](mailto:hy-laskut@helsinki.fi)
- **If a supplier cannot provide an electronic invoice or an emailed invoice**, then invoices must be sent to the service provider's (Itella Information Ltd) address below, where they will be converted into an electronic format:

Helsingin yliopisto  
PL 744  
00074 CGI

**Use always H923/doctoral programme WBS/Uunila and the course name as a reference.**

### DONASCI doctoral programme WBS codes:

7923101	Doctoral Programme in Particle Physics and Universe Sciences (PAPU)
7923102	Doctoral Programme in Geosciences (GeoDoc)
7923103	Doctoral Programme in Atmospheric Sciences (ATM-DP)
7923104	Doctoral Programme in Chemistry and Molecular Sciences (CHEMS)
7923105	Doctoral Programme in Mathematics and Statistics (Domast)
7923106	Doctoral Programme in Materials Research and Nanosciences (MATRENA)
7923107	Doctoral Programme in Computer Science (DoCS)