

HYMY'S INVOICING INSTRUCTIONS FOR THE UNIVERSITY OF HELSINKI

- Lecture fee forms to hymy-doc@helsinki.fi.
- **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
Please send the invoice form and receipts as a single pdf-file and do not write any text in the e-mail!
- **If a supplier cannot provide an electronic invoice or an emailed invoice**, then invoices must be sent to the address below, where they will be converted into an electronic format:

University of Helsinki
PO Box 744
00074 CGI
- Doctoral programmes in HYMY doctoral school:
 - Use always reference **profit center/programme WBS/course code or name**
 - E.g.: H920/WBS7920105/OTT-913/

Profit center	WBS	Doctoral programme	Planning officer
H920	7920101	The Doctoral Programme in Theology and Religious Studies	Jaakko Raunamaa
H920	7920102	The Doctoral Programme in Law (LLD)	Jaakko Raunamaa
H920	7920103	The Doctoral Programme in Philosophy, Arts and Society	Jaakko Raunamaa
H920	7920104	The Doctoral Programme in History and cultural heritage	Lauri Turpeinen
H920	7920105	The Doctoral Programme for Language Studies (HELSLANG)	Tuuli Holttinen
H920	7920106	The Doctoral Programme in Gender, Culture and Society (SKY)	Lauri Turpeinen
H920	7920107	The Doctoral Programme in Social Sciences	Tuuli Holttinen
H920	7920108	The Doctoral Programme in Political, Societal and Regional Changes	Tuuli Holttinen
H920	7920109	The Doctoral Programme in Economics (DPE)	Jaakko Raunamaa
H920	79201010	The Doctoral Programme in School, Education, Society and Culture (SEDUCE)	Lauri Turpeinen
H920	79201011	Doctoral Programme in Cognition, Learning, Instruction and Communication (CLIC)	Lauri Turpeinen