

## YEB'S INVOICING INSTRUCTIONS FOR THE UNIVERSITY OF HELSINKI

- Lecture fee forms to the doctoral programme's office:
  - [foodhealth-info@helsinki.fi](mailto:foodhealth-info@helsinki.fi)
  - [mbdp-office@helsinki.fi](mailto:mbdp-office@helsinki.fi)
  - [luova-office@helsinki.fi](mailto:luova-office@helsinki.fi)
  - [dpps-office@helsinki.fi](mailto:dpps-office@helsinki.fi)
  - [agforee-info@helsinki.fi](mailto:agforee-info@helsinki.fi)
  - [denvi-info@helsinki.fi](mailto:denvi-info@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](mailto: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 YEB doctoral school:
  - Use always reference **profit center/programme WBS/course code or name/Vehkaoja**
  - E.g.: H922/WBS7922105/MBDP-202/Vehkaoja

Profit center	WBS	
H922	7922101	LUOVA
H922	7922102	DPPS
H922	7922103	DENVI
H922	7922104	AGFOREE
H922	7922105	MBDP
H922	7922106	FoodHealth