

City of Lieksa  
 Billing addresses and information

City of Lieksa and Lieksan vesihuoltoliikelaitos (Lieksa municipal water supply enterprise) accept primarily online invoices.  
 Email invoicing: see page 2

**Billing address for City of Lieksa:**

Name: Lieksan kaupunki  
 F invoice-address (OVT): 003701693216  
 e-invoice operator: Ropo Capital Oy  
 e-invoice operator identifier: 003714377140

**Billing address for vesihuoltoliikelaitos:**

Name: Lieksan vesihuoltoliikelaitos  
 F invoice-address (OVT): 00370169321625  
 e-invoice operator: Ropo Capital Oy  
 e-invoice operator identifier: 003714377140

**If online invoicing is not possible, please send your printed bills to address below (information must be given on the envelope and on the bill):**

|                  |   |
|------------------|---|
| Lieksan kaupunki | Lieksan kaupungin vesihuoltoliikelaitos |
| 003701693216     | 00370169321625                          |
| PL 8279          | PL 8279                                 |
| 02066 DOCUSCAN   | 02066 DOCUSCAN                          |

Y-tunnus/Business ID: 0169321-6  
 VAT-number FI01693216

Using these invoicing addresses makes sure fluent processing. Terms of payment min. 21 days from value date with online invoices, others min. 30 days from value date.

**All invoices must include invoicer's name, value date, invoice number, reference number or reference message, grand total, value added tax (VAT) % or tax-exempt, due date, sellers Y-tunnus (Business ID) and bank account number (IBAN) and for reference cost centre number and buyer's or invoice processor's name. If no information about cost centre or buyer is not found from the invoice, it will be returned to seller.**

Self-employed person ("toiminimi" or "kevytyrittäjä") offering services must disclose yearly a certificate of self-employed person's pension insurance (YEL-insurance, YEL-todistus). Without YEL-insurance cities must pay JuEL and thus the invoice will be paid with salary payments.

City of Lieksa and vesihuoltoliikelaitos are part of reverse charge for construction services (VAT 8 §).

**Lieksan kaupunki** • Pielisentie 3, 81700 Lieksa • PL 41, 81701 Lieksa • +358 40 1044 000 •  
 kirjaamo@lieksa.fi • www.lieksa.fi

## INVOICES VIA E-MAIL

**Invoices to be scanned via e-mail** Ropo's scanning service mainly receives paper invoices that are sent to a P.O. Box designated to a customer. The exceptions to this rule are invoices that must be scanned urgently and invoices that are from a foreign vendor. These invoices can be delivered to Ropo's scanning service via e-mail to:

**skannauspalvelu@ropo.com**. This address is reserved **only** for receiving invoices that are to be scanned. The sender is responsible for the arrival of the invoices sent via e-mail. Invoices that are delivered via e-mail will be stored for one month, after which they are destroyed. **Invoices that are delivered via e-mail must meet the following conditions:**

• There must be the word "Invoice" and the customer's P.O. box number in the subject line, like shown below:

INVOICE, P.O.Box 8279

- The attached invoice must be in PDF form
- The invoice must contain all information required in Billing information of Lieksa City
- One attachment must only contain one invoice
- All of the pages of one invoice must be contained in one attached file
- One invoice can't be divided into multiple e-mails or attachments
- Any further information to be added to the invoice that is not written on the attached invoice will be ignored