OPERATING INSTRUCTIONS FOR THE INVOICER MESSAGE PROGRAM

VERSION 2.0

Contents

1 Invoicer message program

The invoicer message is connected to those consumers starting their e-invoicing. Using the invoicer message, the invoicing party releases its information to be published in the consumers' web banks. After the invoicer message has been sent, the consumer's web bank displays the information that the specified invoicer can also send e-invoices. The consumer can then report its e-invoice receipt address to the invoicing party directly through the web bank.

The invoicer message can be made using the program which opens by clicking the link at http://www.finvoice.info. All banks are automatically selected in the program so that the report can be transmitted to all banks and to be visible to all consumers. The materials from all the banks are entered into one file, which the invoicer saves on its own computer and sends to its bank using its bank connection program.

The invoicer sends the invoicer messages to the bank with which it has signed an agreement concerning the Finvoice transmission service. The invoicer message uses the sender addresses and intermediary identifiers specified in the invoicer's e-invoice sending agreement.

2 Creating the invoicer message

A new invoicer message can be created by clicking the 'Lisää' ('Add') button.

If an invoicer message has already been made and saved on the computer, it can be edited by clicking on 'Browse', after which the name of the existing invoicer message file is displayed. The invoicer message can then be edited by clicking on 'Muuta' ('Edit').

An existing invoicer message can be deleted by clicking on the 'Poista' ('Delete') button.

Add, edit or delete an invoicer message.

Valitse, haluatko lisätä, muuttaa vai poistaa laskuttajailmoituksen

Vanha laskuttajailmoitustiedosto:

[_____] [Browse...]

[Lisää] [Muuta] [Poista]

Note! Deleting an invoicer message will also end the transmission of all related receiver messages.

3   Data content of the invoicer message program's fields

Ilmoituksen tunniste <SenderInfoIdentifier>	Individualising information for the invoicer's use, e.g. a message identifier in the invoicer's system
INVOICER INFORMATION Necessary information includes online invoicing address, intermediary's identifier, business ID, name and address.	
Verkkolaskuosoite <InvoiceSenderAddress>	Invoicer's sending address specified in the e-invoice sending agreement, e.g. FI2757800750155447
Välittäjän tunnus <InvoiceSenderIntermediatorAddress>	Intermediator's identifier (the bank's BIC code) specified in the invoicer's e-invoice sending agreement
Laskuttajan Y-tunnus <SellerPartyIdentifier>	The business ID must contain nine characters 0123456-7.
SERVICES PROVIDED BY INVOICER	
E-lasku	Invoicer only provides the e-invoice option
E-lasku ja suoramaksu	Invoicer provides both e-invoice and direct payment as invoicing options
INVOICE INFORMATION	
Laskutusaiheen koodi <PaymentInstructionIdentifier>	A numeric identifier defined by the sender, used to specify the invoicing topic. The code is transmitted in the EpiPaymentInstructionId element of the ePI section in the Finvoice online invoice. The invoice topic code enables the automatic payment of invoices and it must be the same as the responding information given in the invoice message. Verify that the e-invoicing software enables the identifier to be included in the invoice message!
Ohje vastaanottajalle <SellerInstructionFreeText>	In this field, the invoicer can provide payers with additional information about the transition to e-invoicing. The additional information is given in all languages in this field.
Laskun aiheen nimi <SellerInvoiceTypeText>	This is text corresponding to the invoice topic code defined by the sender (PaymentInstructionIdentifier), e.g. electricity invoice, phone invoice. The invoice topic is plain text data, on the basis of which the consumer can select the correct

	invoice topic when making an e-invoice receipt report in the web bank. The name of the invoice topic should be given in all three languages so that consumers using the web bank can see the data in their service language.
Maksajan yksilöintitieto 1-2 <SellerInvoiceIdentifierText>	Identifier information, which the sender requests the recipient to complete so that the sender can direct the received address report to the correct customer and correct invoice. One requested identifier is necessary and there can be a maximum of two pieces of identifier data. Examples: Reference number, Customer number, Agreement number, Order number, Phone number The identifier data should be given in all three languages so that consumers using the web bank can see the data in their service language.
Tiedon tyyppi	The identifier can be e.g. a reference code. The web bank can support technical verification of the identifier (e.g. validity of reference code)
Suoraveloitus- ja suoralaskutunnus <SellerDirectDebitIdentifier> <SellerDirectPaymentIdentifier>	Invoicer's direct debiting identifier. The service identifier must contain nine digits. The service identifier for direct debiting controls the termination of power of attorneys when ordering e-invoices according to bank-specific practices.
INVOICER'S BANK CONNECTION INFORMATION	
Tilinumero <SellerAccountID>	All of the invoicer's account numbers to be included in the paper invoice. By default, the screen contains a space for one account. Additional space can be added up to a maximum of one hundred accounts. The addition of extra spaces does not delete any information entered in the form. Consumers receive an order request for the e-invoice when paying a paper invoice if the account number entered has been added. Finnish account numbers are verified according to the structural instructions for account numbers and IBAN numbers are verified using the IBAN rules.

	The account is entered in the IBAN format. The account bank's BIC is verified according to the BIC rules. When entering new bank connection data, the old bank connection data must also be entered.

4 Screen functions

By using the 'Muodosta aineisto' ('Create material') button, the data will be verified. If the data given is incomplete or incorrect, an error message will be displayed. For example:

Incorrect information in invoicer message: 'Seller's name is missing'

By using the 'Takaisin' ('Back') button, you can go back to the report form and correct your information. If the browser supports JavaScript, the cursor will move into the field containing the incorrect data.

Once the correct data has been entered, the invoicer message material is generated for saving by the browser.

The program provides the created file with a default name, which varies according to the function selected (addition, edit or deletion). The original invoicer message file must always be retrieved as the template for the edit or deletion.

The proposed file name is **Laskuttajailmoitukset_uusi_vvvvkkpp.txt** for additions, **Laskuttajailmoitukset_muutos_vvvvkkpp.txt** for changes and **Laskuttajailmoitukset_poisto_vvvvkkpp.txt** for removals. You can give new names to the files or further specify them.

After the invoicer message has been saved on the computer, the saved file must be sent to the bank. The data type used for the sending is SenderInfo (SI).