

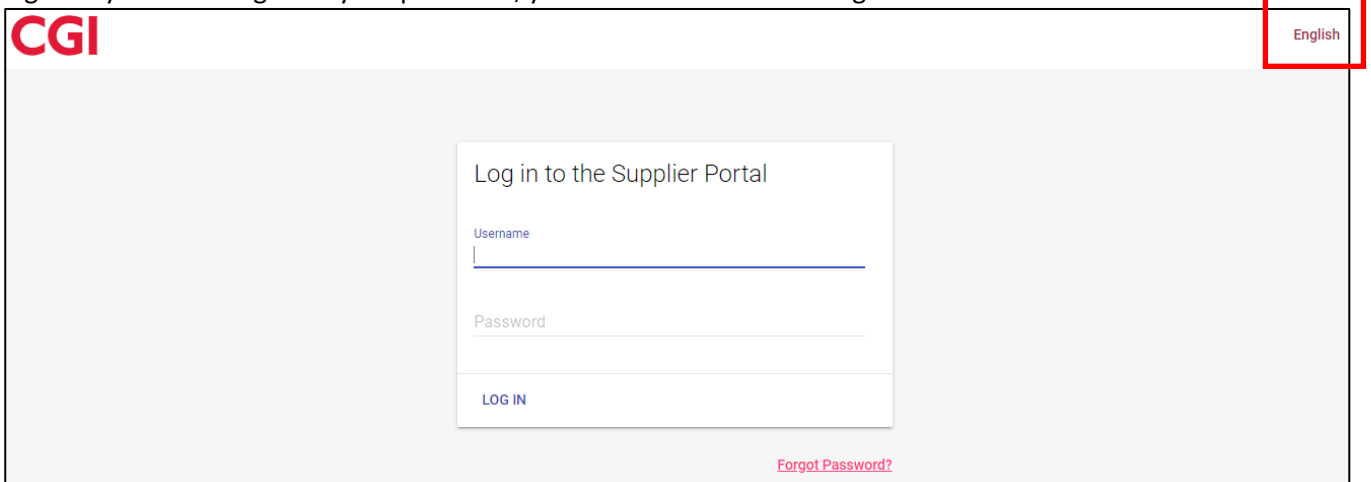
## Supplier Portal – Quick guide for Suppliers

In the supplier portal, it is possible to send e-invoices to Sarastia's customers free of charge.

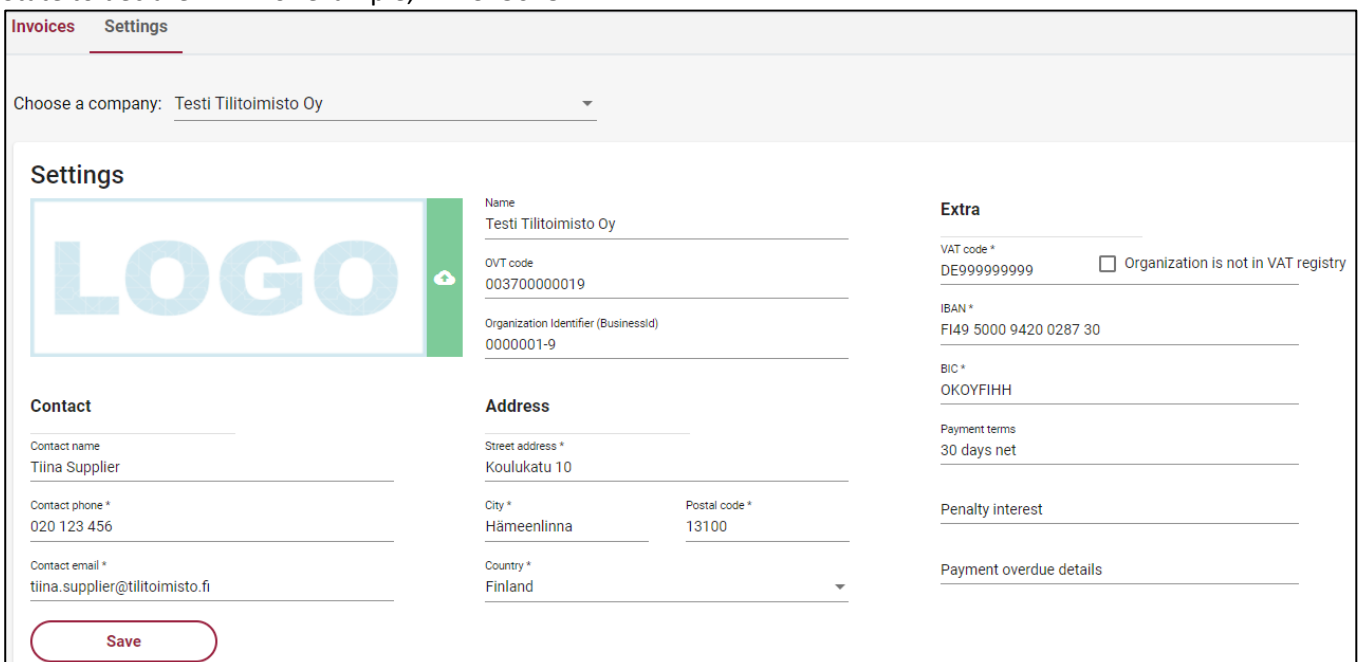
Link to the supplier portal login page <https://www.laskuhotelli.fi/portaali> and in the upper right corner you can change the language setting.

Usernames are ordered from Sarastia's customer service page <https://asiakaspalvelu.sarastia.fi/lomakkeet/laskuportaalin-tukipyynto/>. The supplier will receive a username and password in their email. If the supplier receives an acknowledgment message about the delivery of the username, but the username has not been received, it is advisable to contact Sarastia's customer service again. Instructions for using the service can be found on Sarastia's website (English, Finnish, Swedish): <https://www.sarastia.fi/ohjeet-laskuttajalle/>

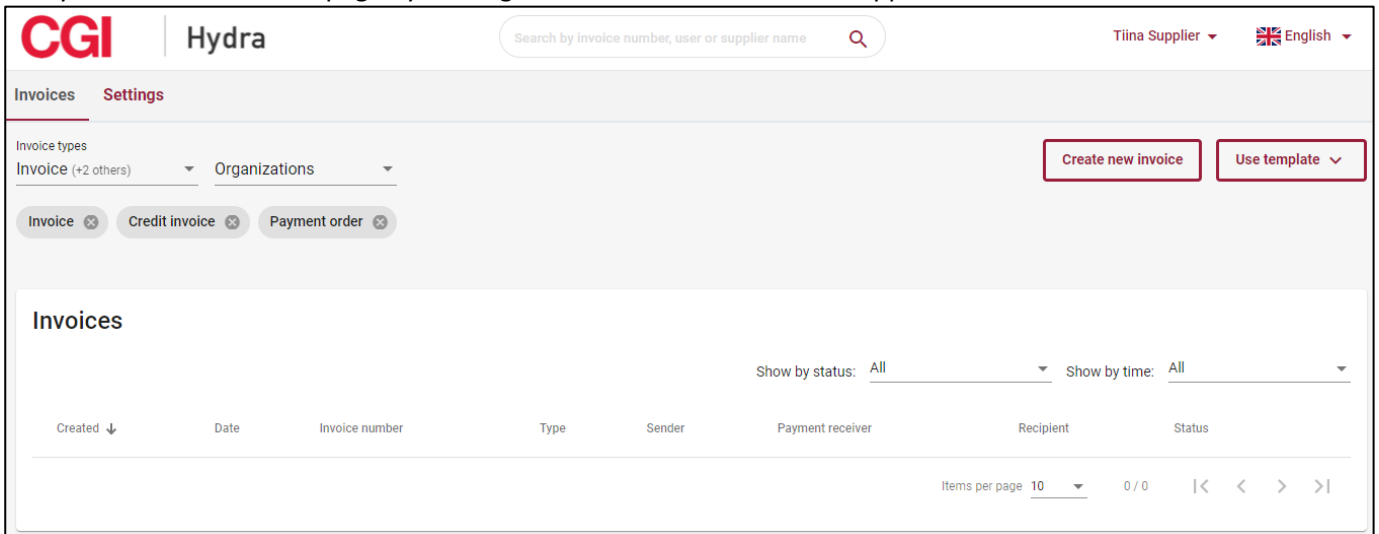
You can change the language view of the Supplier Portal in the upper right corner. Username is your email address. The password has been sent to the e-mail and the password must be changed the first time you log in. If you have forgotten your password, you can order it under “Forgot Password?”



The first time you log in, the vendor must enter and later maintain their own basic information in the “Settings” view. VAT code is a unique serial number issued in the EU to anyone registered by a Member State to declare VAT. For example, FI12345678.



An invoice is created by clicking the “Create new invoice” button on the Supplier Portal front page. You can always return to the home page by clicking the “Invoices” button in the upper left corner.



Required fields are marked with an asterisk (\*) on the invoice form. Please set the due date long enough for your customer to have enough time to pay your bill (e.g. 30 days net). The contact person of the invoice recipient and the e-mail address of the recipient of the invoice are usually the subscriber of the work / service, who is an employee of the organization to be invoiced. For example, Matti Meikäläinen and matti.meikalainen@city.fi. If you do not know a contact person, please contact the organization to be invoiced. The invoice goes to this person for handling in the purchase invoice processing system. You can enter the desired invoice number and bank reference number or press the "+" button when the Supplier Portal creates random numbers. It is not possible to create an invoice if the required fields have not been filled in or the entered information is in the wrong format. The “Preview as PDF” at the bottom of the screen is only possible after the required information has been entered.

Invoices > New invoice

### Create new invoice

Invoicing company \*  Invoiced company \*

Invoice type \*  Invoice date \*  Invoice due date \*

Invoice number \*  Bank reference number \*

Currency \*  Invoice language of the recipient

EUR  Finnish

Reference number  Invoice recipient, contact pers \*  Invoice recipient, e-mail \*  Order identifier / Cost center  Order identifier

VAT Reverse Charge, AVL 8c §  
 Sales outside scope of tax

Free text

At the bottom of the invoice form, you define the products or services to be invoiced and their prices + VAT.

**PDF attachment**  
+ Add PDF attachment

**Invoice rows \***

Product / service *	Delivered quantity *	Unit *	Unit price *	Tax free sum	Vat % *	Vat amount	In total
				0,00	0	0,00	0,00
				0,00			0,00

**Add new row**

**VAT specification**

Invoice total sum: 0,00  
 Invoice total tax free sum: 0,00  
 Total VAT: 0,00

[Preview as PDF](#)  
 [Save as template](#)  
 [Save as draft](#)  
 Send

Adding new blank rows is done with the “Add new row” button. The counter row can be deleted with the “Recycle bin” button on the right side of the row. It is possible to add additional information for each counter row by using the “Pad” button on the right side of the counter row.

Delivery date

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Description

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Cost center

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Close

### Adding an attachment to an invoice

A maximum of 5 PDF attachments can be added to the invoice. The maximum size of an individual attachment is 2 MB, and the maximum size of all attachments is 5 MB. A PDF file may contain several pages. The attachment is added to the invoice in the data entry step with the “+ Add PDF attachment” button. Other file formats are not allowed. The file name cannot contain special characters or spaces. An example of a good filename is drivinglogseptember.pdf. Attachments requiring data protection may not be submitted as an attachment via the Supplier Portal, those must be delivered directly to the order of the work/service.

**PDF attachment**  
+ Add PDF attachment

### Sending an invoice

Once you have verified the information, the invoice will be sent by clicking the “Send” button at the bottom of the invoice form. The service creates a PDF file and forwards the invoice. As an acknowledgment of a successful shipment, the user receives a “Invoice has been sent” message. The recipient will receive the invoice in their own system within 1-2 working days. The sent invoice is displayed on the front page of the Supplier Portal in the status “Delivered”.

[Preview as PDF](#)  
 [Save as template](#)  
 [Save as draft](#)  
 Send

## Other buttons

"Preview as PDF" - The user can download and, if desired, print the invoice PDF before sending by pressing.

"Save as template" - The user can save the sample invoice for later use. An invoice is not sent with this button.

"Save as draft" - The user can save the invoice and continue processing later.

The invoice looks like this in "Preview as PDF" mode.

Testi Tiltoimisto Oy Nygatan 10 13100 Tavastehus	<b>INVOICE</b>	<b>Page 1 / 1</b>										
Sarastia Oy PL 299 003723607315 02066 Docuscan	<table border="1"><tr><td>Invoice date 20.9.2021</td><td>Invoice number 880901</td></tr><tr><td>Reference number 37 31606</td><td>Seller reference</td></tr><tr><td>Seller contact Tiina Supplier</td><td>Buyer Contact Matti Meikäläinen</td></tr><tr><td>Due date 20.10.2021</td><td></td></tr><tr><td>Payment terms 30 pv netto</td><td></td></tr></table>	Invoice date 20.9.2021	Invoice number 880901	Reference number 37 31606	Seller reference	Seller contact Tiina Supplier	Buyer Contact Matti Meikäläinen	Due date 20.10.2021		Payment terms 30 pv netto		
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Reference number 37 31606	Seller reference											
Seller contact Tiina Supplier	Buyer Contact Matti Meikäläinen											
Due date 20.10.2021												
Payment terms 30 pv netto												
Invoice recipient, email: matti.meikalainen@city.fi	Buyer Sarastia Oy	2360731-5										
<b>Article</b>	<b>Delivered amount</b>	<b>Unit price</b>	<b>Net amount</b>	<b>VAT %</b>	<b>VAT amount</b>	<b>Total</b>						
School books	10,00 pc.	10,00	100,00	24,00	24,00	124,00						
		VAT analysis	100,00	24,00	24,00							
		<b>TOTAL AMOUNT</b>			<b>124,00 Euro</b>							
		<b>DUE:</b>										
Testi Tiltoimisto Oy Nygatan 10 13100 Tavastehus Finland	Tel: 020 123 456 Email: tiina.supplier@tiltoimisto.fi	Business ID: 0000001-9 VAT-code: SE999999999901	F149 5000 9420 0287 30 / OKOYFIHH									