



Online invoicing for City of Kotka (0160225-7)

All invoices are requested as e-invoices. Please note that the invoices must be addressed to City of Kotka. Invoices should include information of the ordering unit and the name of the orderer.

E- invoicing address:

Kotkan kaupunki/ Unit
EDI code: 003701602257100
Operator ID: 003703575029
Operator: CGI

E-invoicing portal

Suppliers that are not able to send e-invoices from their own invoicing system can use free e-invoicing portal.

To register on the supplier portal, contact Sarastia's customer service. Supplier portal user manual and login link can be found at <https://www.sarastia.fi/ohjeet-laskuttajalle/>

Support requests for using the online invoice portal via Sarastia's ASTA service:

<https://asiakaspalvelu.sarastia.fi/lokameket/laskuportaalin-tukipynto/>

Link to the supplier portal: <https://www.laskuhotelli.fi/portaali>

Delivery address for paper invoices

Kotkan kaupunki
Ordering unit
003701602257100
PL 299
02066 DOCUSCAN
Reference: Ordering unit

Avoid sending paper invoices!

Paper invoices can be sent as online invoices using the **free online invoice portal**.

More information on processing invoices and using the invoicing portal:

Sarastia's national customer service <https://asiakaspalvelu.sarastia.fi/>

or phone 020 6399 400, Mon - Fri 8:00 a.m. - 4:00 p.m.