



INVOICING ORDER

Recipient of the invoice

Name		
Business ID or personal identification code		
Operator ID	Electronic invoicing address	EDI
Address		
Postal code and city/town		
Phone	E-mail	

Reason for invoicing

Revenues go to (e.g. Joensuu campus committee, Vappu)	Attachments qty
Reference no./Message	Amount to be invoiced €

Issued by

Name	
E-mail	Phone
Date and signature / 20	

How to use and fill in ISYY's invoicing order

Invoicing order is used when ISYY can send an invoice to someone outside ISYY. For example, a company could buy a performance for their event from our theatre club and with this form, the theatre club would give the necessary information to ISYY so that ISYY can create an invoice.

Fill in the invoicing order online <https://www.isyy.fi/media/isyyn-materiaalipankki/lomakkeet/laskutus-ja-maksumaarays/isyy-laskutusmaarays-2021-en.pdf> and deliver it to Membership Services Specialist Hannele Mirola (Joensuu office) via email (toimisto.joensuu(at)isyy.fi) or as a physical copy.

- Name
 - The official name of the company
- Business ID (or personal identification code if it's a person who is being invoiced) must be filled in!
- Operator ID/Electronic invoicing address/EDI
 - Should be filled in only if the company can accept e-invoices
- Revenues go to
 - E.g. KYT or Executive Board/Annual Jubilee
- Reference no./Message
 - You should ask the company being invoiced whether they wish to have the name of the contact person in the invoice
 - E.g. it is useless to send an invoice to the university that only reads the UEF
- Write to the 'Reason for invoicing' section very clearly what is being invoiced so that the reason is unambiguous for the receiving company
 - E.g. a performance by Kuopion ylioppilasteatteri on 22.2.2021 in the 'Children's Winterday' event
- Date the invoicing order and write your name to the 'Issued by' section
 - You do not have to print the invoicing order for a signature. It is enough if you write the following to the signature line: '23.2.2021 via email your name'
- If you want to deliver the invoicing order electronically send it to [toimisto.joensuu\(at\)isyy.fi](mailto:toimisto.joensuu(at)isyy.fi) (Hannele Mirola)
- If you want to deliver the invoicing order as a physical copy
 - Sign the order
 - Bring the paper copy to either of the ISYY offices during opening hours