

Invoicing instructions

By writing exact and correct information in your invoice, you make easier and faster to control them and make sure that you receive a payment on time. On one invoice shall be expenses of one cost pool and or one project.

If an invoice arrives with faulty information, it will be sent back to sender; in which case we are not responsible for potential delays in payments.

On this website you find invoicing instructions for NCC Suomi Oy, NCC Industry Oy and NCC Property Development Oy.

NCC's general requirements for invoices

Applies suppliers who do not have an agreement with NCC.

- NCC's standard term of payment is 30 days net. The invoice must include general value added tax (VAT) markings in accordance with The Value Added Tax Act (<https://www.vero.fi/en/businesses-and-corporations/>)
- In addition to general invoice requirements of The Value Added Tax Act invoices addressed to NCC shall have company-specific markings. Instructions below.
- NCC does not allow selling of invoices to a third party, for example to a financing company (factoring), without agreeing upon that with NCC.
- Suppliers must have all required registrations in order (for example value added tax registration and/or collection at source registration) as well as all clearances in accordance with The Act on the Contractor's Obligations and Liability.

NCC Suomi Oy

- Business code 1765514-2
- Electronic invoicing address: 003717655142
- Operator: OpusCapita Solutions Oy
- OVT-code of operator: E204503
- Paper invoices: NCC Suomi Oy, P.O. Box 524, 00021 Laskutus, Finland

The following information shall be in invoices:

- In invoices for projects (work number) shall be marked on the first page as identifier both work number and contract number in form: work number/order number. (Note! New order numbers of NCC Suomi Oy are eight-figure numbers and they do not include any letters.)
- In invoices for cost pools shall be mentioned eight-figure cost pool number.
- In addition, name of orderer i.e. person's name.
- In one invoice it is possible to charge only one order.

NCC Industry Oy

- Business code 1765515-0
- Electronic invoicing address: 003717655150
- Operator: OpusCapita Solutions Oy
- OVT-code of operator: E204503
- Paper invoices: NCC Industry Oy, P.O. Box 524, 00021 Laskutus, Finland
- By e-mail (concerns only invoices for NCC Industry Oy): fiinvoice@ncc.fi. Write to subject field "NCC Industry Oy".
 - E-mail message can include several pdf-files presuming that each pdf-file includes one invoice as a whole.
 - E-mails are received automatically and texts in the e-mail shall not be read. So that invoices would not go back to sender, all required information of invoices, such as project number and other important information, shall be on the first page of the invoice according to content requirement, on in e-mail.

The following information shall be in invoices:

- Project number/profit centre mentioned in our order and possibly resourceaccount and/or work number in the invoice as buyer's reference in form: "Project/profit centre -resource account- work number" (for example 63001234-41830-10001)
- Project/profit centre (begins with 6300xxxx or 36xxxxx) is always obligatory. Work number in obligatory with project number. If a resource account is not mentioned in order, you can leave it out as well as hyphens before it. If a compilation invoice where row information is directed at different profit centres/project numbers and/or at different work numbers is in question, also references shall be marked on each row.
- Name of contact person in NCC Industry Oy.

NCC Property Development Oy

- Business code 1765519-3
- Electronic invoicing address: 003717655193
- Operator: OpusCapita Solutions Oy
- OVT-code of operator: E204503
- Paper invoices: NCC Property Development Oy, P.O. Box 524, 00021 Laskutus, Finland

The following information shall be in invoices:

- Name of contact person in NCC Property Development Oy
- Seven- or eight-figure project reference number.
- Five-figure account number reference of accounting.