

## Telia Talous – Vendor Portal – Quick guide for Vendors

The user interface for the vendor portal is located at <https://www.laskuhotelli.fi/portaali>

The Vendor must enter and maintain his / her own basic data in the Settings view at the first login.

Invoices **Settings**

Click the **Create New Invoice** button on the Dashboard front page.

Create new invoice

Required fields are marked with a red star on the billing form. Creating an invoice is not possible if the mandatory fields are not filled or the entered information is in invalid form. At the top of the screen, the **Create PDF Invoice** button becomes active only after the required information has been provided.

The lower part of the billing form defines the products or services to be invoiced and their prices. Adding new empty counters is done with the **Add row** button. A row can be removed by using the **Trash** button on the right side of the row.

Add new row 

Additional row information can be added by using the Tab button located on the right side of the row. If more information is added to the counting line, a character appears on the top of the tab.



### Adding an attachment to an invoice

The invoice can contain one PDF attachment that will be attached to the end of the invoice and is delivered to the recipient as such. The pdf attachment can have multiple pages. The maximum size of the attachment is 2MB. The attachment is added to the invoice in the data entry step with the **Add pdf attachment** button. Other file formats are not allowed.

+ Add PDF attachment

### Sending invoice

Once all required information has been entered into the invoice and the data has been verified, the user can send an invoice by pressing the **Send** invoice button.

Send

The service creates a pdf file and opens it to the user for preview.

The user can download and, if desired, print the invoice pdf before uploading by pressing the **Download** button or the user can send the invoice to the recipient by pressing the **Send** button. After sending, the invoice will be transferred to e-invoice platform for processing and forwarding. Upon successful delivery, the user receives the *Invoice sent* notification.

### Company information

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