

Procurement

Versio 3.0

23.11.2021

The information reporting requirement in the construction industry came into force on 1 July 2014. The introduction of the new methods brought new obligations to all those involved in the construction projects. The information reporting requirement in the construction industry includes:

- i. Provide information on a construction contract
- ii. Provide information on people working at a shared construction site

Obligations are separate and determined on different grounds.

Construction contract information is provided by the customer of the construction service. The customer of the construction service provides the Tax Administration with information on companies with which it has entered into an agreement for more than € 15,000 for a construction service. Construction work is regarded in the tax law, erection or dismantling of scaffolding or hiring of labor for the above.

Information on people working at a shared construction site is provided by the main contractor of the shared construction project (often Eltel). The main contractor provides the Tax Administration with information on people that work on a shared construction site, with a total value of more than € 15,000

Eltel uses the Vastuu Group's service to collect and report both data to Tax Administration.

If either or both of the information reporting requirement in the construction industry must be given, companies must first register their company and their employees at Eltel's construction site, in Vastuu Group Oy's website. See sections 1-3 for more detailed instructions.

For Construction contract information, Eltel's subcontractors must add a site keys in their invoices per project.

For information on people working at a shared construction site, contractors must monthly report all employees working on the site, at <http://tyomaa.eltel.fi>. See section 4 for more detailed instructions

1 Registering a company in the Vastuu Group

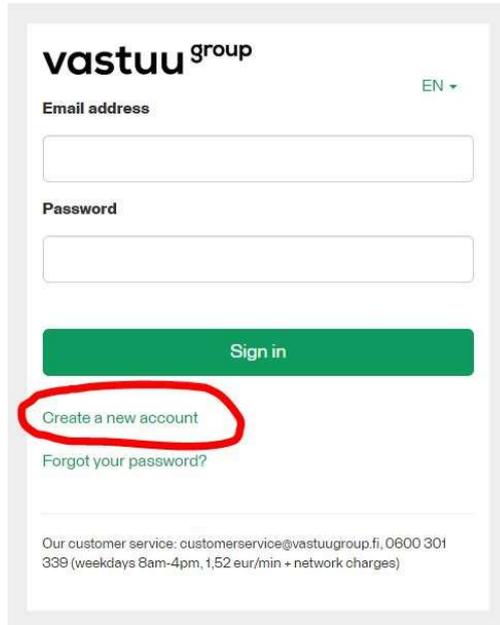
Registering a new company requires creating a company account on the Vastuu Group website. Company account is created at <https://www.vastuugroup.fi/fi-en>. Company account is created only once per Business ID.

Press "Login"



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Press "Create a new account"



Choose home country, enter company name and business ID. Accept the terms of service.

Register a new company

Search for your company:

Home country*
Finland

Company name*
Enter company name

Business ID*
E.g. 1234567-1

Continue

If you already have an account, [sign in here](#)

Press "Continue" and fill in the contact information

Select billing method and fill out your online billing information (Using Vastuu Group's Ilmoita service is free). Finish the registration.

Confirm your email address via the link in your email.

Registering a company to the Vastuu Group is now complete. In the future, you can log into the Vastuu Group's website with the given e-mail address and password.

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2 Adding and maintaining employee's data

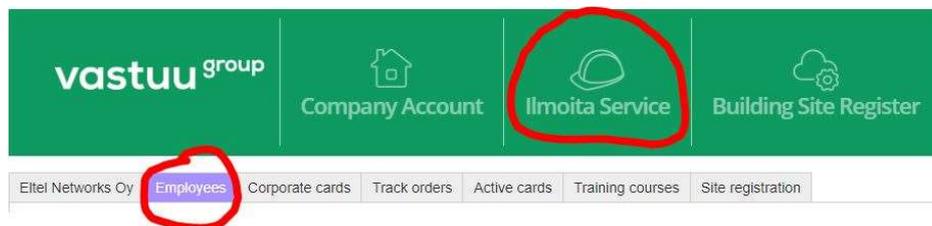
Every new employee needs to be register in the Ilmoita-service. The information must be kept up to date. We ask that do not delete the employee's information after the termination of the employment.

Login at <https://www.vastuugroup.fi/fi-en>

Enter into Ilmoita service by pressing "Go to service" on "Ilmoita & Valtti card" box.



Press "Ilmoita Service" and open "Employees" tab.



Provide the following information on the employee:
Surname, First name, Tax number, employment status, country of tax residence and nationality.

Press "Confirm and save". After that the person appears in the employee list. The status of the employee is initially "Not entered".



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During the next night, the system will check whether the person is also registered in the tax administration's tax number register with the information provided here.

More information on the tax number register maintained by the Tax Administration can be found on the [Tax Administrations website](#) or by calling to the Tax Administration: 029 497 070.

When the check is done and if the information is correct, the status changes to "Entered". If there is an error in the data, correct the error and wait overnight.



3 Registration into projects

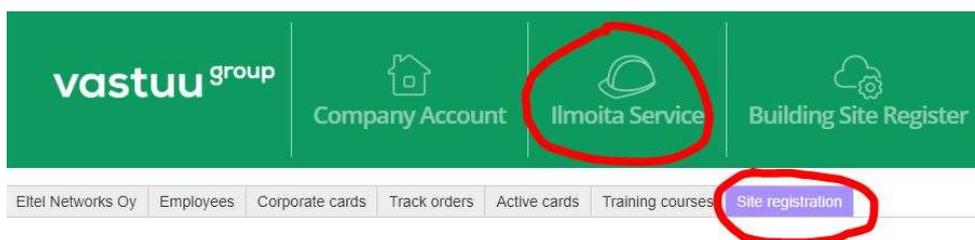
Eltel's project manager provides the contractor with the so-called Site Key.

The contractor must register for each Eltel's project separately, using a site-specific Site Key. Building site administrator is a company with which the contractor has entered into a contract directly. Registration for the site is done only once per contract.

Login at <https://www.vastuugroup.fi/fi-en>

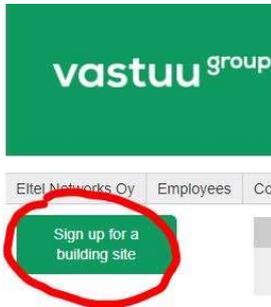
Open the Ilmoita service by pressing "Go to service" on "Ilmoita Valtti card" box.

Press "Ilmoita Service" and open "Site registration" tab.

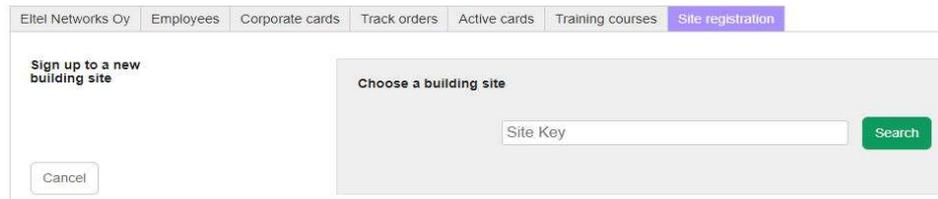


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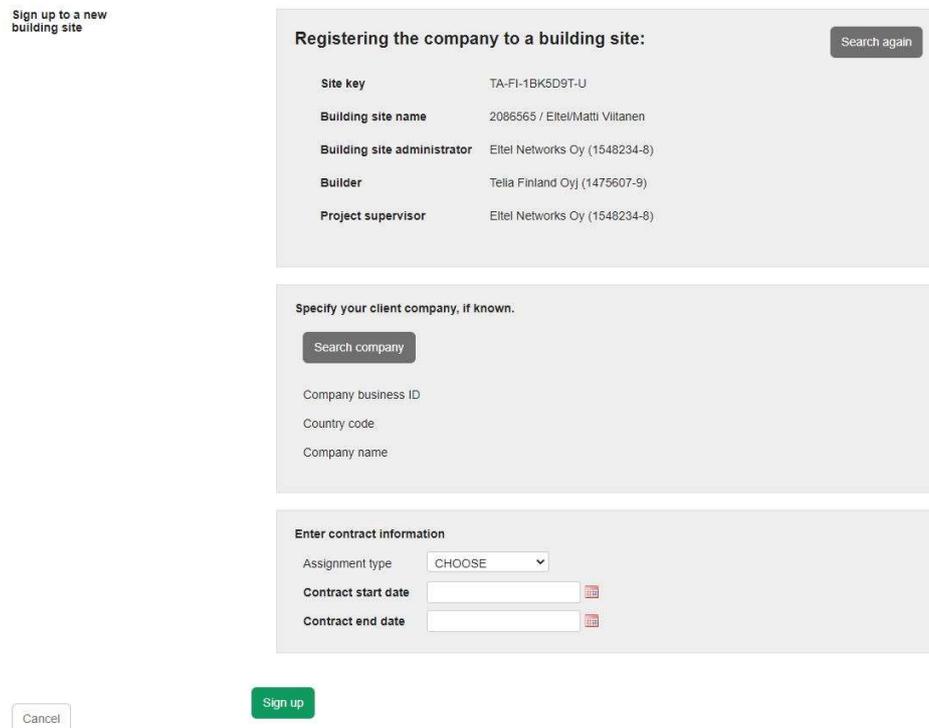
Press "Sign up for a building site".



Enter the site key and press "Search"



If the site key is correct, the following type of window will open:



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The project information is displayed at the top. If a wrong project is displayed, enter the correct site key by pressing "Search again".

Press "Search Company" in the middle section and search for the company which the contract has been made (Eltel Networks Oy / Eltel Networks Pohjoinen Oy / someone else)

in the subsection, define the assignment type (contracting or leasing), as well as the estimated time period during which the company will work on the project

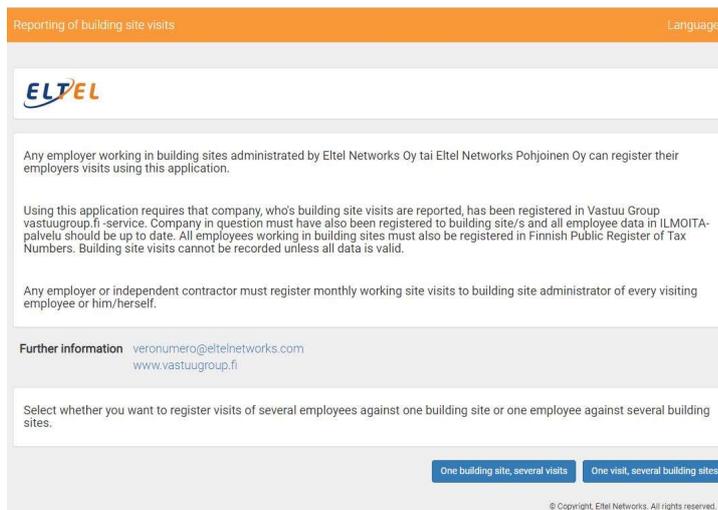
Finally, press "Sign up" to confirm the registration to the project.

4 **Provide information on people working at a shared construction site**

By the 10th day of each month, each contractor reports its own employees visits to the projects for the previous month.

A visit report / employee / project is made whenever an employee has visited a project on a single day.

Open a browser to <http://tyomaa.eltel.fi/#?lang=en>



The screenshot shows a web application interface for reporting building site visits. At the top, there is an orange header with the text "Reporting of building site visits" and a "Language" dropdown menu. Below the header is the ELTEL logo. The main content area contains several paragraphs of text explaining the application's purpose and requirements. It states that any employer working in building sites administered by Eltel Networks Oy or Eltel Networks Pohjoinen Oy can register their employees' visits using this application. It also mentions that using the application requires that the company, whose building site visits are reported, has been registered in Vastuu Group vastuugroup.fi -service, and that all employee data in ILMOITTA-palvelu should be up to date. A "Further information" section provides contact details: veronumero@eltelnetworks.com and www.vastuugroup.fi. At the bottom, there are two buttons: "One building site, several visits" and "One visit, several building sites". A copyright notice "© Copyright, Eltel Networks. All rights reserved." is visible at the very bottom.

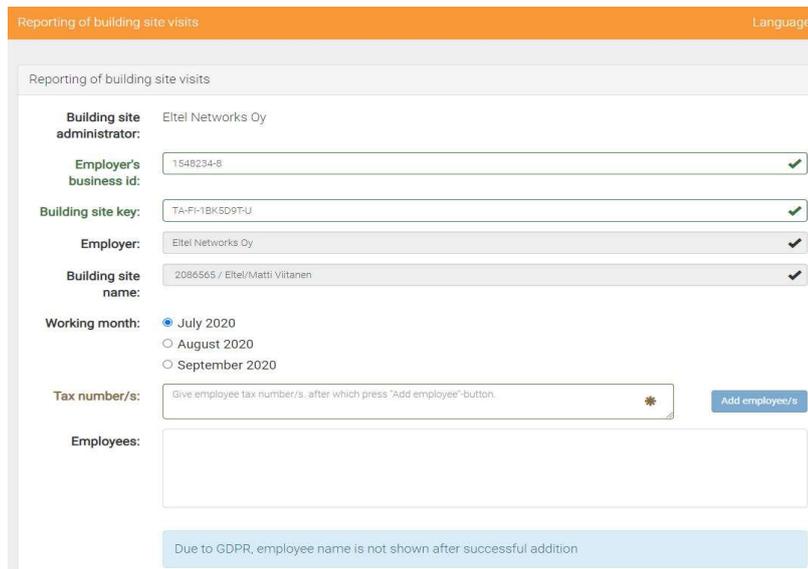
Begin registering employees visits to projects, by choosing either registering several employees on to one project (One building site, several visits) or one employee to several projects (One visit, several building site)

4.1 **One project, several employees' visits**

Employer's business id: Enter the business ID of the **employee's employer**, not the business ID of Eltel or the client.

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Building site key: Enter site key received from Eltel. Once site key is entered, the program checks if that company is registered on the project in Ilmoita-service. If not, the company must first be registered to the project in Ilmoita-service according to section 3



Tax number/s: Enter employees tax numbers one below the other

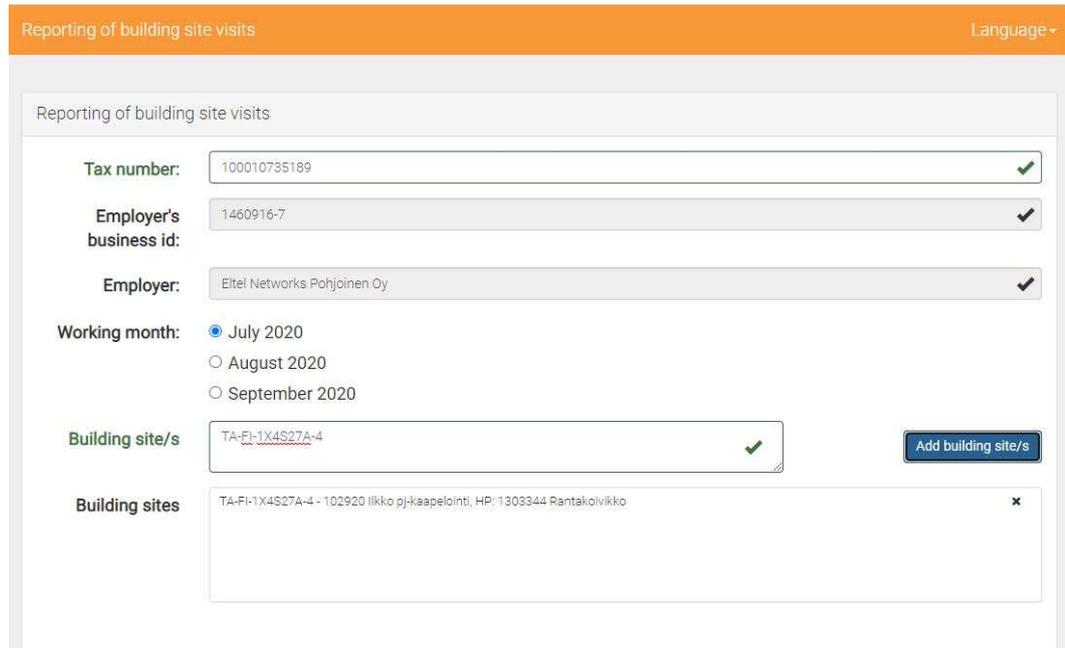
Press "Add employee/s", after which the system checks that all employees are registered into the company. Employees can be added into company as described in section 2. The names of the verified employees are listed under "Employees"



4.2 One employee visit to several projects

Tax number: Enter employees tax number. Once number is entered, the program checks if that employee is registered to the company. If not, the employee must be first registered to the company according to section 2

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Building site/s: Enter every project's Site keys, which the person has visited during the same month one below the other.

Press "Add building site/s", after which the system checks whether the person's employer (company) is registered for that project. If not, the company must be first registered to the project, according to section 3. Verified projects are listed under "Building sites"

4.3 Sending monthly registration of employees visits on the projects to Eltel

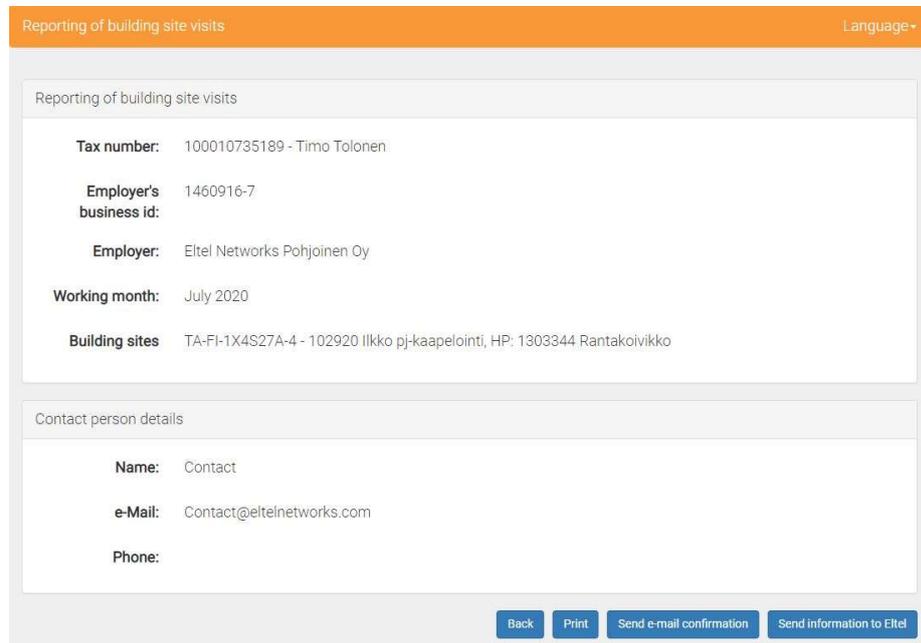
Enter the contact information of the information's provider: Name, e-mail, and telephone number.



Press "Continue" to send the information or "Return", if you want to get back to the begin of the registration (section 1) and "Clear form" if you want to empty the report.

If pressed "Continue", a window below opens, where you can check the information to be sent.

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Reporting of building site visits	
Tax number:	100010735189 - Timo Tolonen
Employer's business id:	1460916-7
Employer:	Eltel Networks Pohjoinen Oy
Working month:	July 2020
Building sites	TA-FI-1X4S27A-4 - 102920 Ilkko pj-kaapelointi, HP: 1303344 Rantakoivikko

Contact person details	
Name:	Contact
e-Mail:	Contact@eltelnetworks.com
Phone:	

Back Print Send e-mail confirmation Send information to Eltel

If the information is correct, send the information to Eltel by clicking "Send information to Eltel".

If email address is provided in contact person details, pressing "Send e-mail confirmation" a confirmation is sent to that email address, which show reported information. Confirmation email is recommended. Report could also be printed pressing "Print". Pressing "Back" returns to filling the report

If the contractor uses subcontracting itself, the Site key must be shared to the companies in the entire contracting chain. All companies involved in the contracting chain must take the measures described before, the only difference being that when registering for the projects, the Building site administrator is the company with which the subcontract has made the agreement itself.

If you are unable to submit information in accordance with these instructions, contact: veronumero@eltelnetworks.com