

Datahub name and address structure guide

8.3.2021



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Fingrid Datahub Oy

Street address

Läkkisepäntie 21
00620 Helsinki

Postal address

P.O. Box 530
00101 Helsinki, Finland

Telephone

+358 (0)30 3955000

Fax

+358 (0)30 3955196

Business ID 2745543-5, VAT
reg.
firstname.lastname@fingrid.fi
www.fingrid.fi

Change history

Date	Version	Changes
21 December 2017	1.0	First official Finnish version
17 April 2018	1.1	Use of stairwell letter in the addresses of terraced house apartments and example 15 added in the more detailed instructions in Chapter 2.2
19 November 2018	1.2	Length of the P.O. Box field corrected to match the information in the Data Standard in Chapter 2.4 Mobile invoice added to the text above the tables in Chapter 2.3
26 June 2019	1.3	Examples for writing addresses added in Chapter 2.2.1 Data field lengths of Apartment and Stairwell fields changed to 10 characters in Chapter 2.4 Use of the Poste Restante entry specified in Chapter 2.1 Mandatory customer contact information specified in Chapter 2
29 October 2019	1.4	Separate chapter for instructions on writing names added Address examples corrected
8 June 2020	1.5	Address example 2 corrected in Chapter 2.2.1 in accordance with the Data Standard
24 August 2020	1.6	Address example 8 with description added in Chapter 2.2.1
10 September 2020	1.7	References to the Datahub service portal corrected in Chapters 1 and 2.3 Chapter 2.5 on use of special characters added
5 November 2020	1.8	Poste Restante report to Datahub specified in Chapter 2.1
8 March 2021	1.9	First unofficial English version

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1 Introduction

The purpose of this guide is to describe the harmonised address structures used in Datahub as well as the instructions for writing names, the implementation of which can improve the quality of the data exchanged between parties. In addition to data structures, this guide provides numerous examples and more detailed instructions on the correct structure of various addresses and the format of names in Datahub. This document focuses on instructions for the format of Finnish addresses. In the case of foreign addresses, it must be ensured that the address is written in a way that fits in the data fields reported to Datahub in terms of its format and length.

There is no single database in Finland containing so-called official and unambiguous address data comprehensively from the whole of Finland. The most comprehensive address data is maintained by Posti. The address structure defined in this guide is based in part on the instructions used by Posti and on the Advisory Committee on Information Management in Public Administration guide JHS 106 Postal Address. This guide was originally prepared by Finnish Energy, and Datahub's data model was designed on the basis of this guide.

This document also contains instructions on how to report name data to Datahub for both consumer and corporate customers.

Datahub's data model is comprehensively presented in the document Data Standard. Datahub's data standard and other documentation describing Datahub's processes are available in the Datahub service portal (<https://palvelut.datahub.fi/en>).

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2 Address structure

Electricity companies may have several different addresses for different purposes related to one customer. The different address types are listed below.

1. **The accounting point's address** is the address that indicates the exact location of the accounting point. If there is no street address for the accounting point (e.g. a billboard in a field along a motorway), the nearest possible address is provided. An accounting point may also have more than one address and in several different languages.
2. **The customer's official postal address** is the postal address from which the customer can be reached. This is normally the same as the accounting point's address but, for example, if the customer does not reside in the apartment covered by the agreement, the contact address may be different.
3. **The customer's email address** serves as the customer's electronic contact address.
4. **The customer's telephone number** is the customer's primary telephone number from which the customer can be reached.
5. **The invoicing address (mail invoices)** indicates where paper invoices related to the agreement are sent. This is also normally the same as the accounting point's address, but if the customer so wishes, invoices can also be sent to a separate invoicing address. The address may also be the same as the customer's official postal address stored in Datahub.
6. **The online invoice address** (electronic invoicing address) provides the online invoice recipient information needed to send an invoice.
7. **The email invoice address** indicates the customer's email address to which an email invoice is sent.
8. **The mobile invoice telephone number** indicates the customer's mobile telephone number to which a mobile invoice is sent.

Of the above, the accounting point's address and the customer's official address are mandatory information in Datahub. The customer must have one type of contact information, which can be an email address or telephone number in addition to the customer's address data. In addition, the customer's agreement may include contact persons, who may have a telephone number and an email address. The invoicing address, online invoice address, email invoice address and mobile invoice telephone number are also reported to Datahub as agreement-specific information. In Datahub, an agreement must always have a specific invoicing channel agreed with the customer (e.g. email) and corresponding invoicing address information (described in more detail in Chapter 2.3).

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In addition to the above customer and accounting point information, the following information is stored in Datahub concerning **market parties**:

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Fax

+358 (0)30 3955196

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firstname.lastname@fingrid.fi
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1. **The market party's official postal address** is the market party's primary postal address.
2. **Banking details** provide the market party's account information needed for invoicing between market parties. Can be used, for example, in the invoicing of balance deviations.
3. **The invoicing address** indicates where paper invoices concerning the party are sent. You can provide more than one invoicing address, if necessary.
4. **The online invoice address** (electronic invoicing address) provides the necessary information of the recipient of the market party's online invoice to the sender of the invoice.

2.1 Addresses in postal address format

The tables below show the data fields included in the accounting point's address, the customer's official postal address, and the agreements invoicing address. A key consideration in the address structure is the division of the commonly used single street address field into a more structured model in which the information contained in the address is broken down into smaller components. With the accounting point's address, the data fields differ slightly from the information of the customer's official postal address and the agreements invoicing address.

The accounting point's address

Field name	Mandatory
[Street Name]	M
[Building Number]	-
[Stairwell Identification]	-
[Apartment]	-
[Postal Code]	M
[Post Office]	M
[Country]	M
[Address Specifier]	-
[Address Type]	M
[Language]	M

The customer's official postal address and the agreements invoicing address

Field name	Mandatory
[Street Name]	IA
[Building Number]	IA
[Stairwell Identification]	-
[Apartment]	-
[Postal Code]	M
[Post Office]	M
[Country]	M
[P.O. Box]	IA
[Address specifier]	-

M = Mandatory

IA = If applicable (either street name and building number or P.O. Box mandatory)

In the tables, mandatory information means that address data cannot be stored in Datahub without this information. "If applicable" in turn means that either the street name and building number or a

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P.O. Box is mandatory. In accordance with the tables, the data content of street addresses is divided into four different fields: Street Name, Building Number, Stairwell Identification and Apartment. Even though these fields are not mandatory for storing data, this information should always be provided for the addresses in which it is needed. This is essential for the quality of the business processes of all parties. However, not all street addresses use all of the above four fields, in which case any unnecessary fields are left blank. Such a street address can be, for example, the address of an individual detached house, where the street address consists of a street name and a house number. The Building Number field is also used for the plot number in cases where it is necessary to use the plot number. More detailed examples of street addresses are presented below in 2.2.

The addresses described above must always be associated with a postal code, post office, and country code. The country codes used are two-letter codes in accordance with the ISO 3166-1 alpha-2 standard. The country code must not be included in the Postal Code field for Finnish postal codes, and instead must only be entered in the Country Code field. Thus, for example, the combination "FI-01350" stored in the system must be divided separately into the country code "FI" and the postal code "01350" for Datahub. This ensures that the accuracy of the post office can be checked on the basis of the postal code for Finnish addresses. If necessary, a format in which the country code is included can be used for foreign postal codes.

A P.O. Box can be used instead of a street address as the mailing address for the customer's official postal address and the agreements invoicing address. In this case, the Street Name, Building Number, Stairwell Identification and Apartment fields must be left blank. If a poste restante address is used, the text "POSTE RESTANTE" is entered in the P.O. Box field. Datahub also accepts this in lower-case letters.

The abbreviation for apartment data can reported to Datahub in accordance with the guide JSH 106 Postal Address using either "as." or "bst." with a full stop, or without a full stop ("as" or "bst").

The Address specifier field can be used in the customer's official postal address and the invoicing address for free-form specification of the address and in connection with mailing addresses where the consignment is directed to a party other than the one to which it is mailed according to the address (i.e. so-called c/o data). This applies, for example, to a situation where the invoice is addressed to a housing company but is sent to the address of the property management office.

For the accounting point's address, the Address specifier field allows more detailed description of the accounting point's address when necessary. The Address specifier field may be needed, for example, to determine the exact location of roadside billboards or other similar items when an unambiguous street address cannot be provided. If there is no official street address for the accounting point, the name of the nearest street is entered as the street name and the location of the accounting point is specified in the Address specifier field. In any case, the street name is always mandatory information in the accounting point's address.

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2.1.1 Additional fields for the accounting point address

Compared to the customer's official postal address and the invoicing address, the accounting point's address also includes the data fields Address Type and Language. The Address Type field is needed in cases where the accounting point has more than one address. This applies, for example, to addresses for which there is both a Finnish and a Swedish address. In this case, the distribution system operator must specify one address that is the so-called main address. The main address can and should be used whenever there is no special reason to use another address. Datahub's "determining the accounting point ID" transaction (DH-131) allows the accounting point ID to be searched using any individual accounting point address, and the search returns all addresses specified for the accounting point. In the Language field, the distribution system operator must indicate whether the accounting point's address is in Finnish or Swedish. The purpose of the Language field is to facilitate the processing of address data, for example, in situations where the accounting point customer is Swedish-speaking.

2.2 More detailed instructions for street addresses

More detailed instructions and examples of the street address format:

- If the building or property number is divided into two plots, it is entered by adding the plot letter after the building number in lower case and without a space (examples 3–8).
- If the apartment is divided, the apartment letter is entered after the apartment number in lower case and without a space (examples 12 and 14).
- If the address of two or more houses or properties is combined, the house number is entered as a two-part unit. The first and last number are entered in the field separated by a hyphen and without spaces (examples 1, 3, 4, 6, 8, 10 and 12–14).
- If there are several buildings on the plot, a slash is used in the house number to separate the plot and building numbers (examples 2, 5, 7, 9, 11 and 15).
 - This does not apply to common situations where separate terraced house buildings or individual apartments on a plot are identified with capital letters instead of numbers. In this case, the unique letter of the building or apartment is provided in the Stairwell Identification field.
- If there are several apartments in the building, but the address data does not include a stairwell letter or a house number and stairwell letter together, the abbreviation "as." or "as" (asunto) for Finnish addresses and "bst." or "bst" (bostad) for Swedish addresses is used in the Stairwell Identifier field, written in lower-case letters (examples 8, 9, 13 and 14).

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TABLE 1 EXAMPLES OF THE STREET ADDRESS FORMAT

#	Example address	Street Name	Building Number	Stairwell Identification	Apartment
1	Kehrääjänkatu 6-8 05800 HYVINKÄÄ	Kehrääjänkatu	6-8		
2	Majankulmantie 160/10 39810 LINNANKYLÄ	Majankulmantie	160/10		
3	Rannankyläntie 4-38a 75890 SARAMO	Rannankyläntie	4-38a		
4	Linnankatu 9b-11a 20100 TURKU	Linnankatu	9b-11a		
5	Sairaالات 50b/3 54915 SAIMAANHARJU	Sairaالات	50b/3		
6	Erätie 4-6a A 1 74700 KIURUVESI	Erätie	4-6a	A	1
7	Teiskontie 35z/3 A 19 33520 TAMPERE	Teiskontie	35z/3	A	19
8	Lakkakuja 2-4a as. 1 40340 JYVÄSKYLÄ	Lakkakuja	2-4a	as.	1
9	Metsätie 25/4 as. 3 92430 PAAVOLA	Metsätie	25/4	as.	3
10	Runeberginkatu 14-16 A 1 00100 HELSINKI	Runeberginkatu	14-16	A	1
11	Onttolantie 20/23 B 4 80510 JOENSUU	Onttolantie	20/23	B	4
12	Kirkkokatu 48-50 B 22b 70100 KUOPIO	Kirkkokatu	48-50	B	22b
13	Runeberginkatu 20-24 as. 1 00100 HELSINKI	Runeberginkatu	20-24	as.	1
14	Kauppakatu 40-42 as. 22a 70110 KUOPIO	Kauppakatu	40-42	as.	22a
15	Matinkatu 10 B	Matinkatu	10	B	

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00101 Helsinki, Finland

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2.2.1 Additional examples for addresses

The main rule for reporting addresses is to always use the official address provided by Posti or the municipality/city. However, the address structure guide of the previous chapter does not always directly suit the needs of addresses. Especially with the addresses of accounting points, there is a need to apply the address structure in a more versatile way and to more special cases. In order to better fit these into the address structure presented in the previous chapter, the lengths of the Stairwell Identification and Apartment fields have been extended to ten characters. Possible floor information is entered in the Stairwell Identification field if the address contains no other data than the house number and floor. If the address includes a house number as well as a stairwell identification, the floor information is entered in the Apartment field. If the address includes a stairwell identification, apartment and floor in addition to the building number, the apartment and floor are entered in the Apartment field, however, taking into account the field length of 10 characters. Distribution boards and group switchgears must be entered in the Address Qualifier field for addresses of accounting points. All additional address qualifiers requested by the customer are always entered in the Address Specifier field.

Below are some examples of addresses where the above-mentioned fields have been used to fit the address into the structure required by Datahub. It must be assessed on a case-by-case basis which field of details related to the address belong to. The freely applicable fields are Stairwell Identification, Apartment and Address Specifier. It is difficult to create unambiguous instructions for these.

TABLE 2 EXAMPLES OF THE ACCOUNTING POINT ADDRESS FORMAT

#	Example address	Accounting Point Address Specifier	Street Name	Building Number	Stairwell Identification	Apartment
1	Prikaatintie 160rak9 A 15 87900 KAJAANI		Prikaatintie	160rak9	A	15
2	Turunlinnantie 14 RKJ 3. ½. 1/6. 2.1 00930 HELSINKI	RKJ 3. ½.	Turunlinnantie	14	1/6. 2.1	
3	Ylä-Malmin tori 3 LH1006 JK 1.12 h. 42 00700 HELSINKI	JK 1.12	Ylä-Malmin tori	3	LH1006	h42
4	Autoasemankatu 1 Halli 4 Lh 141 04300 TUUSULA		Autoasemankatu	1	Halli 4	Lh 141
5	Itämerenkatu 14 JK 2.1-5 & 3.1-3.2 00180 HELSINKI	JK 2.1-5 & 3.1-3.2	Itämerenkatu	14		

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Fax

+358 (0)30 3955196

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firstname.lastname@fingrid.fi
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6	Yliopistonkatu 34 7.krs, 20100 TURKU		Yliopistonkatu	34	7.krs	
7	Raatihuoneenkatu 19 JK 42 tsto 4. krs, 13100 HÄMEENLINNA	JK 42	Raatihuoneenkatu	19	4.krs	tsto
8	Rukkitie 8 A 5.krs 00110 HELSINKI		Rukkitie	8	A	5.krs

TABLE 3 EXAMPLES OF THE INVOICING ADDRESS FORMAT

#	Example address	Address Specifier	Street Name	Building Number	Stairwell Identification	Apartment	P.O. Box
1	Isokatu 9 2 krs 1. yleinen edunvalvonta, Ylivieskan toimipiste, 84100 YLIVIESKA	1. yleinen edunvalvonta	Isokatu	9	2.krs		
2	Taloustoimisto, PL 92, 00601 HELSINKI	Taloustoimisto					PL 92

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2.3 Invoicing addresses

There are several options for sending an invoice to a customer. Invoicing address data is always agreement-specific information in Datahub. As previously described in this guide, a street address or P.O. Box is used as the invoicing address, i.e. the traditional mailing address of a paper invoice. Alternatively, it is possible to agree with the customer on electronic invoicing using online invoices, email invoices or mobile invoices. To forward the online invoice to the recipient, the online invoice address and operator ID and, if necessary, an electronic invoice reference are used as information provided by the customer. The operator's name is not used to avoid confusion, as the operator ID is sufficient to identify the operator used. The invoicing address of an email invoice is the email address provided by the customer, and the invoicing address of a mobile invoice is the mobile telephone number provided by the customer. During the Datahub project, we will monitor new invoicing methods that are becoming more common and seek to introduce these to Datahub where possible. In addition to the above, the customer may agree with the party on the use of e-invoices or other invoicing channels. There is no separate invoicing address for e-invoices and direct payment for the time being, but rather the customer must always order an e-invoice and direct payment through their own bank. Other invoicing channels may include, for example, an Extranet service provided by the party.

We also welcome tips from the industry on new solutions under development. These can be reported to the Datahub support service <https://support.datahub.fi/fingrid>. The tables below show the data fields for the online invoice address, email invoice address, and mobile invoice telephone number.

Online invoice address

Field name	Mandatory
[Online Invoice Address]	M
[Operator ID]	M
[Reference]	-

Email invoice address

Field name	Mandatory
[Email Address]	M

Mobile invoice telephone number

Field name	Mandatory
[Telephone Number]	M

In addition to the above fields, the agreement includes information about the customer's desired invoicing channel. The invoicing address data corresponding to the information specified as the invoicing channel for the agreement must always be indicated as part of the agreement information. For example, the agreement must include an email invoice address if email invoice has been indicated as the invoicing channel. The table below lists the various invoicing channels and describes the mandatory invoicing address to be provided depending on the invoicing channel indicated. In the table, "Invoicing address" therefore refers to an address in postal address format.

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TABLE 4 INVOICING ADDRESS TO BE PROVIDED ACCORDING TO INVOICING CHANNEL

Invoicing channel	Invoicing address to be provided
Paper invoice	Invoicing address
Online invoice	Online invoice address
e-invoice	The invoicing address to which, for example, payment reminders are sent. The customer orders the actual e-invoice through their own bank.
Email	Email invoice address
Netposti	Invoicing address
Direct payment	The invoicing address to which, for example, payment reminders are sent. The customer orders the actual direct payment through their own bank.
Mobile invoice	Mobile invoice telephone number
Other invoicing channel	The invoicing address to which, for example, payment reminders are sent. Other invoicing channels may include, for example, the customer receiving the invoice from an Extranet service provided by the market party.

In addition, the table below shows the banking details that can be used for payment transactions **between market parties**.

Banking details

Field name	Mandatory
[IBAN]	M
[Bank Name]	M
[SWIFT]	M

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2.4 Foreign addresses

When an address in a country other than Finland is reported to Datahub, Datahub does not validate the content of the address. In this case, the address fields can be used more freely. The formats of the data fields can be found in the table in the following chapter.

For example, foreign addresses often also include numbers in the street name or letters in the Postal Code field, differing from the Finnish address. The data field format for these is text that also allows numbers in the field in question.

2.5 Use of special characters

In addition to numbers and letters, common characters required in a postal address may also be used in the address data reported to Datahub. For example, an address may contain an apostrophe, "Tarkk'ampujankatu".

However, the | character, or so-called vertical bar, may not be used in an address.

2.6 Format of data fields

The table below shows the formats of the data fields for the addresses mentioned in this document.

TABLE 5 DATA CONTENT OF ADDRESSES STORED IN DATAHUB

Field data	Field length	Content format
[Street Name]	90	Text
[Building Number]	10	Text, lower-case letters
[Stairwell Identification]	10	Text
[Apartment]	10	Text, lower-case letters
[P.O. Box]	15	Text, capital letters
[Postal Code]	10	Text
[Post Office]	50	Text, capital letters
[Country]	2	ISO 3166-1 – two-letter code
[Email Address]	90	RFC 3696
[Online Invoice Address]	50	EDI or IBAN
[Reference]	50	Text
[Operator ID]	50	EDI or BIC

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8.3.2021

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[Accounting Point Address Language]	2	ISO 639-1 – two-letter code
[Address Specifier]	Accounting points: 150 Other: 90	Text
[Telephone Number]	16	ITU-T E.164 e.g. “+358501234567”
[IBAN]	50	IBAN
[Bank Name]	50	Text
[SWIFT]	50	SWIFT

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3 Format of names

Customer data in Datahub is maintained by the customer's electricity suppliers. There are situations where the data for a single customer may be maintained by more than one supplier. The customer's name data is transmitted from Datahub to the customer's distribution system operators, as well as to third parties authorised by the customer. In order to maintain data quality, it is important that all parties follow the same instructions for maintaining the data and ensure the accuracy of the data in their own systems.

Since there are great many different formats for various types of names, it is not possible to maintain more specific validations for these in Datahub. As a result, it is important to follow the instructions.

3.1 Consumer customers

The name data provided for consumer customers in Datahub must include first name and last name; the customer's "middle names" is an optional field in the customer data. As a rule, names are always written like proper names, starting with a capital letter and the rest in lower-case letters. However, it should be noted that certain last names, for example, have a prefix that starts with a lower-case letter, with a capital letter in the middle of the name.

The tables below provide examples of the formats of consumer customer names.

TABLE 6 EXAMPLES OF THE FORMATS OF CONSUMER CUSTOMER NAMES

First Name	Middle Names	Last Name
Ville	Kalle	Mattila
Jaana-Kaisa		Kuusela
Kaisa		McKinley
Ludvig		af Grahm
John		von Lisend
Jaana	Maria	Mäki-Niemelä

3.2 Company customers

The names of company customers are written according to the official name of the company. The official name of the company can be checked from the Business Information System YTJ ([yti.fi](https://www.yti.fi)).

The maximum length of a company name is 200 characters in Datahub. If the name is longer than this, it is nevertheless written according to the official name and cut off after 200 characters.

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The table below provides examples of the formats of company customer names.

TABLE 7 EXAMPLES OF THE FORMATS OF CORPORATE CUSTOMER NAMES

Company Name
Oy Company Ab
Company Oy
Company 123 Oy
ABC Company Oy

Note: company customers always have a unique Business ID in Datahub. Companies' auxiliary names or administrative areas operating under another business ID are not separate customers in Datahub. More detailed descriptions of how the process is handled for these can be found in the document "Electricity retail market business processes in Datahub", Chapter 3.1.2.

3.3 Format of data fields

The table below shows the formats of the data fields for customer data in Datahub.

TABLE 8 DATA CONTENT OF NAMES STORED IN DATAHUB

Field data	Field length	Content format
[First Name]	50	Text
[Middle Names]	50	Text
[Last Name]	50	Text
[Company Name]	200	Text

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
00620 Helsinki

Postal address

P.O. Box 530
00101 Helsinki, Finland

Telephone

+358 (0)30 3955000

Fax

+358 (0)30 3955196

Business ID 2745543-5, VAT
reg.
firstname.lastname@fingrid.fi
www.fingrid.fi