

User Manual for Contractor Portal: vendor's responsible person

Last updated: 11.6.2026



Receive an email about a work order integrated into the portal

- Work orders and contracts are integrated into the Contractor Portal from orders sent to vendors.
- The supplier's contact person associated with the order is added to the Contractor Portal as the vendor contact for the contract, and they will receive an email notification about the incoming work order.
- New users will also receive instructions by email on how to create their user account.

TAE Urakoitsijaportaali - sinut on lisätty yhteyshenkilöksi työtilaukseen

Teidät on lisätty yhteyshenkilöksi työtilaukseen (sopimukseen):

Nimi: 2210-100216 - Vesi-Pauli Oy

Työtilausno:

Ostotilausno: 2210-100216

Palvelun kautta ilmoitat työntekijät jotka tulevat työn suorittamaan.

[Avaa Urakoitsijaportaali](#)

Tämä on automaattisesti lähetty viesti, ethän vastaa tähän viestiin.

Please note, this is an automatically generated email. Please do not reply to this email.



Login to Contractor Portal and change language

1. Open the Contractor Portal using the link provided in the email:
<https://tampereenergia.avenra.fi/urakoitsijaportaali/>
2. Change language if needed

The screenshot displays the Contractor Portal interface for 'TEST Urakoitsijaportaali'. The user is logged in as 'Testi Contractor'. The main content area shows a 'Jobs' section with a search bar and a list of vendors, including 'Vesi-Pauli Oy (0650229-8)'. A user profile dropdown menu is open on the right, showing the user's name, email, and phone number. The 'Change Language' option is highlighted, and the language selection dropdown is open, showing 'English' selected. A red box highlights the user profile dropdown menu, and a red arrow points from the user profile icon to the 'Change Language' button.



Add employees to the work (1/2)

1. Manage → Jobs → Vendors → You will see your company listed on the screen.
2. Open your company details by clicking on the company name.

TEST Urakoitsijaportaali

Manage

Jobs

Site/Plant: Työt - Tampereen Energia Oy

Vendors

Contracts

Identities

The list shows your company and all the companies that have a contract where you are a contact.

Search for vendors here

Vesi-Pauli Oy (0650229-8)

Count: 1 - 1/1

Vesi-Pauli Oy

Information

Contracts

Employees

Subcontractors

Contacts

Vehicles

Search

Total: 1-6/6

Name	Site	Work contact	Start	End	Work order nbr	PO Number	Work type	Agreement nbr	State
2210-100215 - Vesi-Pauli Oy	Tampereen Energia Oy	Ketola Mira	12.5.2026	12.5.2026	-	2210-100215	-	-	-
2270-100067 - Vesi-Pauli Oy	Tammervoima Oy	Ketola Mira	27.4.2026	24.4.2026	-	2270-100067	-	-	-
2210-100199 - Vesi-Pauli Oy	Tampereen Energia Oy	Ketola Mira	16.4.2026	16.4.2026	-	2210-100199	-	-	-
2210-100196 - Vesi-Pauli Oy	Tampereen Energia Oy	Ketola Mira	10.4.2026	10.4.2026	-	2210-100196	-	-	-
2210-008555 : 000503 - Vesi-Pauli Oy	Tampereen Energia Oy	Salmela Mikko	2.2.2026	28.2.2026	-	2210-008555	-	-	-
2210-008554 : 000503 - Vesi-Pauli Oy	Tampereen Energia Oy	Salmela Mikko	3.12.2025	20.2.2026	-	2210-008554	-	-	-

← 2210-100215 - Vesi-Pauli Oy

Information

Work

Contacts

Total: 2

Name	Start	End	Work type	State
3668098: Kuorma-auto/kuljetusaliuhankinta	18.5.2026	26.5.2026		Active
3668098: KJ- ja KL-verkon rakentaminen ja korjaus	18.5.2026	26.5.2026		Active

1. Go to the "Contracts" tab.
2. Open the contract.
3. Then go to the "Work" tab.
4. Open the work.

Check the planned start and end dates of the work. When applying for access rights, consider both the work schedule and the employees' other assignments.

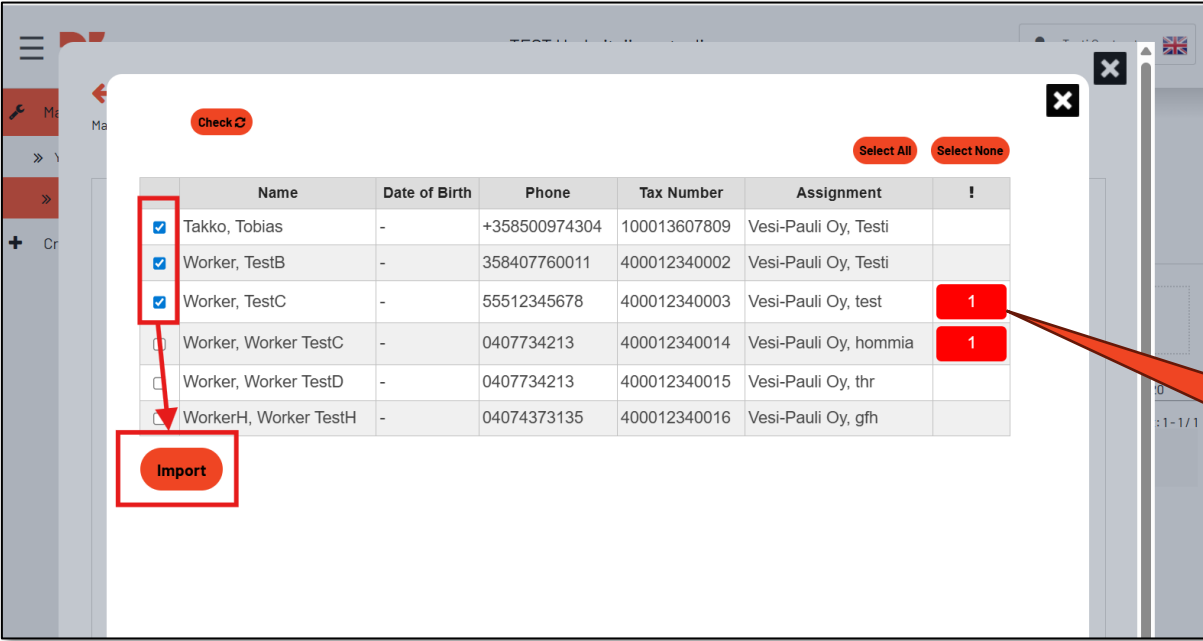
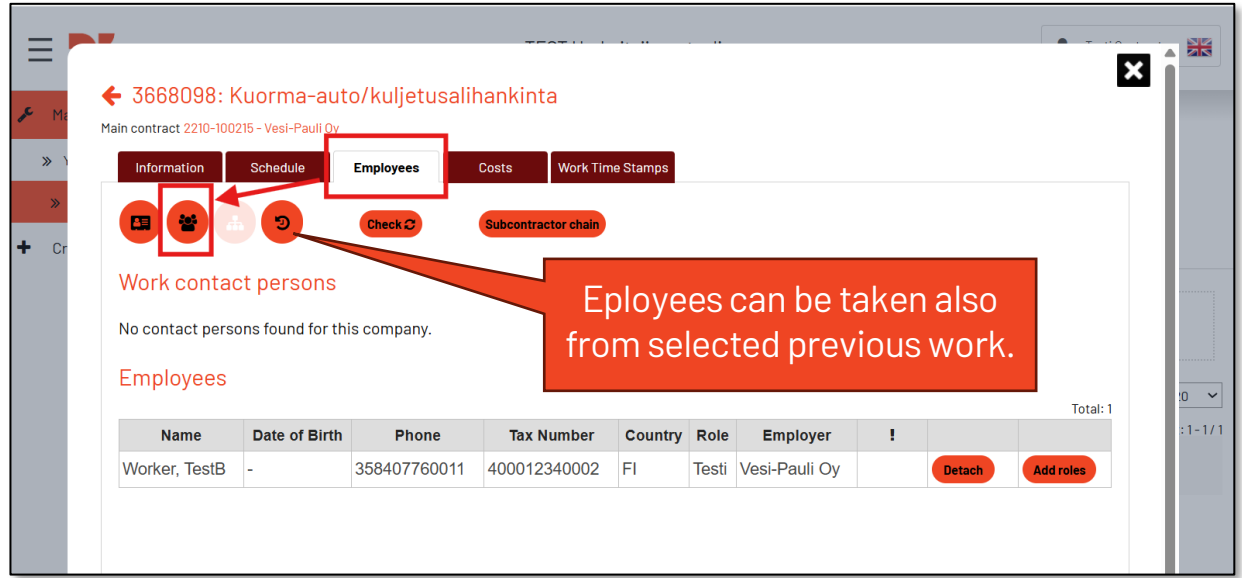


Add employees to the work (2/2)

1. Select tab "Employees"
2. Click "Import company's employees".

NOTE: This function selects from employees of your company who are already in the system. See also at the end of this guide:

- Appendix 1: Adding a vendor employee



1. Select the employees who will perform the work from the list → Import

The number in the exclamation mark column indicates how many required items are missing for the employee. Click the number to view the requirements in more detail.



Add subcontractor's employees to the work (1/3)

NOTE: this function selects from subcontractors and their employees that already exist in the system. See also at the end of this guide:

- Appendix 2: adding a subcontractor and a subcontractor employee

1. Select the "Employees" tab.
2. Click the "Subcontractor chain" button.
3. Select the subcontractor and click "Add".

Vedenkäsittelyn huolto

Main contract 2210-100199 - Vesi-Pauli Oy

Information Schedule Employees Costs Work Time Stamps

Check Subcontractor chain

Subcontractor chain

Check all companies

Main contractor	Info	Add subcontractor
Vesi-Pauli Oy (0650229-8)	Check	Aventra Oy Add
Subcontractor	Info	Add subcontractor
Aventra Oy (1894068-2)	Check	Select Add

1-1/1

Add subcontractor's employees to the work (1/3)

NOTE: this function selects from subcontractors and their employees that already exist in the system. See also at the end of this guide:

- Appendix 2: adding a subcontractor and a subcontractor employee

This multi-step assignment process is required only the first time when assigning a subcontractor's employee to work within the organization. After that, assignments can be done more easily using multi-selection, as described on the next page.

3668098: KJ- ja KL-verkon rakentaminen ja korjaus

Main contract 2210-100215 - Vesi-Paull Oy

Information Schedule Employees Costs

Check Subcontractor chain

Attach Employee

Step 1/4 - Employee

400012340002

Total: 1

	Name	Phone	Tax Number	Country Code
Select	Worker, TestB	358407760011	400012340002	FI

Next

Attach Employee

Step 1/4 - Employee

Worker, TestB

Next

Attach Employee

Step 2/4 - Qualifications

Attach Employee

Step 3/4 - Employer

Worker, TestB

Employer
Aventra Oy

Employment Type
Employee

Assignment
Hard work

Collective Agreement

Next Add Subcontractor

Attach Employee

Step 4/4 - Working period

Worker, TestB

Start
11.6.2026

End
30.6.2026

Effort (h)
112

Finish

1. Select "Attach employee to work"
2. Step 1/4 - Employee: Add tax number → Select employee → Next
3. Step 2/4 - Qualifications: → Next (Qualifications are integrated from Apprix, and subcontractor qualifications are not visible until the employee has been assigned to work)
4. Step 3/4 - Employer: fill in details → Next
5. Step 4/4 - Working period: add start and end date → Finish



Add subcontractor's employees to the work (3/3)

Once the subcontracting chain has been added, and the subcontractor's employee has already been assigned to work within the same customer organization, the "Import subcontractor's employees" option can also be used.

The screenshot displays two overlapping windows from a software application. The top window, titled 'Vedenkäsittely', shows a project overview with tabs for 'Information', 'Schedule', 'Employees', 'Costs', and 'Work Time Stamps'. A 'Subcontractor chain' button is visible. The bottom window shows a dropdown menu with 'Aventra Oy' selected, a table of employees, and an 'Import' button. The table has the following data:

Name	Date of Birth	Phone	Tax Number	Assignment	!
<input checked="" type="checkbox"/> Torkkola, Taneli	-	0407760011	400012340011	Aventra Oy, paperinsilpunta	

Employees can also be conveniently imported from a selected previous work by selecting "Import employees from previous work".

1. Select "Import subcontractor employees".
2. Select the subcontractor.
3. Select the subcontractor employee(s).
4. Click "Import".



Create access requests for employees (1/2)

1. Select the "Employees" tab.
2. Open the employee details by clicking the row.

	Taxnumber	Name	Email	Phone	Assignment	Employment Type	Payer	Site	!
Remove	100013607809	Takko, Tobias	salmemik@gmail.com	+358500974304	Testi	Employee	-	Tampereen Energia Oy	2
Remove	400012340002	Worker, TestB	400012340002@activecms.onmicrosoft.com	358407760011	Testi	Employee	-	Tampereen Energia Oy	1
Remove	400012340003	Worker, TestC	salmemik@gmail.com	55512345678	test	Employee	-	Tammervoima Oy	1
Remove	400012340014	Worker, Worker TestC	toni.sjoblom@aventra.fi	0407734213	hommia	Employee	-	Tampereen Energia Oy	1
Remove	400012340015	Worker, Worker TestD	toni.sjoblom@aventra.fi	0407734213	thr	Employee	-	Tampereen Energia Oy	1
Remove	400012340016	WorkerH, Worker TestH	jussi.lavento@aventra.fi	04074373135	gfh	Employee	-	Tampereen Energia Oy	1

The number in the exclamation mark column indicates how many required inductions or qualifications have expired for the employee. Click the number to view the details.

1. In the employee details, select the "Areas" tab.
2. Click "Create a new request".

On this tab, you can also review the employee's existing access rights and the status of previously submitted access requests.

Area	Status
Tampereen Energia - Lielahden voimalaitos / Lielahdi power plant	Count: 1-3/3
Lielahdi, siivous	Denied 28.4.2026
Lielahdi, toimistotilat	Denied 23.4.2026
Tampereen Energia - Tammervoiman voimalaitos / Tammervoima power plant	
Tammervoima, Sähkötilat	Valitse vain, jos sille on todellinen tarve. / Only choose if there is a real need for it. Denied 28.4.2026

Create access requests for employees (2/2)

1. Requester information

Username salmemik@gmail.com	Company Valmet Automation Oy	
Lastname Takko	First name Tobias	Known as Tobias
Validity period ---	Email salmemik@gmail.com	Phone number +358500974304
Supervisor -	Supervisor email -	Supervisor phone -
Social sec. nbr -		

If phone number is OK, choose 'Next'. If not, update your phone number by choosing 'Edit'.

Next Edit

2. Choose site, role or object
3. Select request type
4. Select area or object
5. Specify request details

1. Näyttää työntekijän tiedot → Next
2. Select the site → Next
3. (request type is not in use)
4. Select the required access roles for the site (previously requested roles and their status are shown in the same view) → Next
5. Enter additional information → Submit the application
 - Define the requested validity period (typically apply only for the time period during which the employee is assigned to the work)
 - Provide reason for the request

2. Choose site, role or object

Select...

Select...

- Tampereen Energia - Lielahden voimalaitos / Lielahden voimalaitos
- Tampereen Energia - Tammervoiman voimalaitos / Tammervoima power plant**
- Tampereen Energia - Pumppaamot ja lämmönsiirrinat
- Tampereen Energia - Kaupinojan kaukojäähdytyslaitos
- Tampereen Energia - Vesivoimalaitokset / Hydropower

3. Select request type
4. Select area or object
5. Specify request details

4. Select area or object

Select filters

Group / location: All

Search

Tampereen Energia - Tammervoiman voimalaitos / Tammervoima power plant

Area	Expires
Tammervoima, arkisin	Expires 12.6.2026
Tammervoima, Yöi ja viikonloput	Expires 12.6.2026
Muut erityalueet / Other special areas	
Tammervoima, kahvareiden huolto	
Silvosa ja kiinteistöhuolto / Cleaning and property maintenance	
Tammervoima, silvosa, arkisin	
Tammervoima, silvosa, viikonloput	
Tammervoima, kiinteistöhuolto	
SÄÄÄ, automaattit / Electric, automation	
Tammervoima, sähkötilat	

Back Next

5. Specify request details

Lähetysten jälkeen hakemus siirtyy alueomistajan hyväksyntään.

5. Specify request details

Requested time period, max. time period is 30 days

2.6.2026 - 30.6.2026

Validity open-ended

Request reason(s)

Describe a work related reason why you need to access the restricted area

Back Submit request



Monitor progress

- Planned vs. actual charts are available on the “Information” tab of contracts and work items. These charts are best suited for monitoring hourly-based work.
- The “Costs” and “Working Time Stamps” views allow you to track recorded costs and time entries for the work in detail
 - For the time being, work is not formally accepted in the Contractor Portal, so entering costs there is not mandatory for this purpose.
 - Mobile time tracking entries are required for employee reporting to the tax authorities.

2210-008554 - 000503 - Vesi-Paoli Oy

Information | Work | Contacts

Name: 2210-008554 - 000503 - Vesi-Paoli Oy
Contractor: Vesi-Paoli Oy
Description: -
Site: Työt - Tampereen Energia Oy
Start: 3.12.2025
End: 20.2.2026
Client company: Tampereen Energia Oy (2210)
Work contact: Mikko Salmela
Agreement nbr: -
Created: 1.12.2025
State: Active
Work order nbr: -
Purchase order nbr: 2210-008554
Updated: 24.4.2026 14.53

Total work estimate
Work completed ①
Total employees 3

Total cost estimate
23400.00 €
Expenses so far ①
0,00 €

Date	Completed	Scheduled	Optimal
3.12.2025	0	0	0
4.12.2025	0	0	0
5.12.2025	0	0	0
6.12.2025	0	0	0
7.12.2025	0	0	0
8.12.2025	0	0	0
9.12.2025	0	0	0
10.12.2025	0	0	0
11.12.2025	0	0	0
12.12.2025	0	0	0
13.12.2025	0	0	0
14.12.2025	0	0	0
15.12.2025	0	0	0
16.12.2025	0	0	0
17.12.2025	0	0	0
18.12.2025	0	0	0
19.12.2025	0	0	0
20.12.2025	0	0	0
21.12.2025	0	0	0
22.12.2025	0	0	0
23.12.2025	0	0	0
24.12.2025	0	0	0
25.12.2025	0	0	0
26.12.2025	0	0	0
27.12.2025	0	0	0
28.12.2025	0	0	0
29.12.2025	0	0	0
30.12.2025	0	0	0
31.12.2025	0	0	0
1.1.2026	0	0	0
2.1.2026	0	0	0
3.1.2026	0	0	0
4.1.2026	0	0	0
5.1.2026	0	0	0
6.1.2026	0	0	0
7.1.2026	0	0	0
8.1.2026	0	0	0
9.1.2026	0	0	0
10.1.2026	0	0	0
11.1.2026	0	0	0
12.1.2026	0	0	0
13.1.2026	0	0	0
14.1.2026	0	0	0
15.1.2026	0	0	0
16.1.2026	0	0	0
17.1.2026	0	0	0
18.1.2026	0	0	0
19.1.2026	0	0	0
20.1.2026	0	0	0
21.1.2026	0	0	0
22.1.2026	0	0	0
23.1.2026	0	0	0
24.1.2026	0	0	0
25.1.2026	0	0	0
26.1.2026	0	0	0
27.1.2026	0	0	0
28.1.2026	0	0	0
29.1.2026	0	0	0
30.1.2026	0	0	0
31.1.2026	0	0	0
1.2.2026	0	0	0
2.2.2026	0	0	0
3.2.2026	0	0	0
4.2.2026	0	0	0
5.2.2026	0	0	0
6.2.2026	0	0	0
7.2.2026	0	0	0
8.2.2026	0	0	0
9.2.2026	0	0	0
10.2.2026	0	0	0
11.2.2026	0	0	0
12.2.2026	0	0	0
13.2.2026	0	0	0
14.2.2026	0	0	0
15.2.2026	0	0	0
16.2.2026	0	0	0
17.2.2026	0	0	0
18.2.2026	0	0	0
19.2.2026	0	0	0
20.2.2026	0	0	0

LLT Laudesuodattimien patruunoiden vaihto

Information | Schedule | Employees | Costs | Work Time Stamps

Name: LLT Laudesuodattimien patruunoiden vaihto
Contractor: Vesi-Paoli Oy
Description: -
Site: Työt - Tampereen Energia Oy
Start: 16.12.2025
End: 28.2.2026
Client company: Tampereen Energia Oy (2210)
Work contact: Mikko Salmela
Work site: -
State: Active
Work order nbr: 3156370
Purchase order nbr: 2210-008554/20
Project: -
Work estimate: 5.00 h
Cost estimate: 400.00 €
Requires site specific qualifications: No
Allow underage workers: No
Service entry enabled: Yes
Subcontractor chain depth: 1-2
Created: 1.12.2025

Date	Completed	Scheduled	Optimal
16.12.2025	0	0	0
17.12.2025	0	0	0
18.12.2025	0	0	0
19.12.2025	0	0	0
20.12.2025	0	0	0
21.12.2025	0	0	0
22.12.2025	0	0	0
23.12.2025	0	0	0
24.12.2025	0	0	0
25.12.2025	0	0	0
26.12.2025	0	0	0
27.12.2025	0	0	0
28.12.2025	0	0	0
29.12.2025	0	0	0
30.12.2025	0	0	0
31.12.2025	0	0	0
1.1.2026	0	0	0
2.1.2026	0	0	0
3.1.2026	0	0	0
4.1.2026	0	0	0
5.1.2026	0	0	0
6.1.2026	0	0	0
7.1.2026	0	0	0
8.1.2026	0	0	0
9.1.2026	0	0	0
10.1.2026	0	0	0
11.1.2026	0	0	0
12.1.2026	0	0	0
13.1.2026	0	0	0
14.1.2026	0	0	0
15.1.2026	0	0	0
16.1.2026	0	0	0
17.1.2026	0	0	0
18.1.2026	0	0	0
19.1.2026	0	0	0
20.1.2026	0	0	0
21.1.2026	0	0	0
22.1.2026	0	0	0
23.1.2026	0	0	0
24.1.2026	0	0	0
25.1.2026	0	0	0
26.1.2026	0	0	0
27.1.2026	0	0	0
28.1.2026	0	0	0
29.1.2026	0	0	0
30.1.2026	0	0	0
31.1.2026	0	0	0
1.2.2026	0	0	0
2.2.2026	0	0	0
3.2.2026	0	0	0
4.2.2026	0	0	0
5.2.2026	0	0	0
6.2.2026	0	0	0
7.2.2026	0	0	0
8.2.2026	0	0	0
9.2.2026	0	0	0
10.2.2026	0	0	0
11.2.2026	0	0	0
12.2.2026	0	0	0
13.2.2026	0	0	0
14.2.2026	0	0	0
15.2.2026	0	0	0
16.2.2026	0	0	0
17.2.2026	0	0	0
18.2.2026	0	0	0
19.2.2026	0	0	0
20.2.2026	0	0	0
21.2.2026	0	0	0
22.2.2026	0	0	0
23.2.2026	0	0	0
24.2.2026	0	0	0
25.2.2026	0	0	0
26.2.2026	0	0	0
27.2.2026	0	0	0
28.2.2026	0	0	0

LLT Laudesuodattimien patruunoiden vaihto

Information | Schedule | Employees | Costs | Work Time Stamps

Time period: 4.5.2026 - 2.8.2026

Work Time Stamps | Wait Times

Name	Start	End	Time Spent	Site
Worker, TestB	11.5.2026 19.21.36	12.5.2026 8.42.19	13 h 21 min	Tampereen Energia Oy
Worker, TestB	12.5.2026 8.46.21	12.5.2026 8.46.46	-	Tampereen Energia Oy

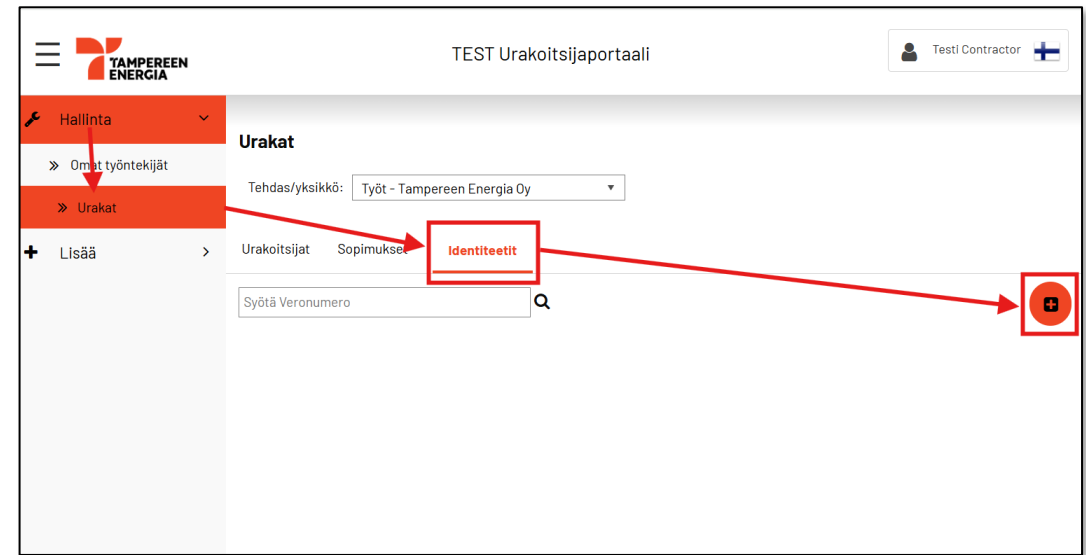


Appendix 1: adding a vendor employee



Adding a vendor employee

1. Manage → Jobs → Identities
2. Select "+"



Add Identity

Please fill in information about the identity. Pressing 'check' will validate the identity and fill in fields automatically if it is found from an external data source. Qualifications for the identity can be added here by filling in the appropriate validity end date(s). Qualifications can also be added and maintained later.

Basic information		Employer	
Taxnumber 100013607809	<input type="button" value="Check"/>	Employer Vesi-Paoli Oy	
First name *	Lastname *	Employment Type Employee	
Date of Birth *	Social sec. nbr	Assignment	
Phone Number	Email *	Collective Agreement	
Citizenship FI (Finland)			
Home country FI (Finland)			

Qualifications & Inductions

Apprix testaa Urakoitsijaportaalimuutosta (sisältää courseid:n)	Enslapu EA1	Enslapu EA2	Hätäenslapu	Lielahiti
Lielahiti Testi	Messukyky	Rauhaniemi	Ristinarkku	Security Clearance
Sähkötyöturvallisuus SFS 6002	Tieturva 1	Tieturva 2	Tuilityskortti	Turvallisuusperehditys
Turvallisuusselvitys	Työturvallisuuskortti			

1. Enter the employee's taxnumber and click "Check".
2. Enter required basic information and employer details
3. Click "Add" at the bottom of the page.

Induction and qualification data are integrated from Apprix, and a separate view is available in the employee details for managing them. Therefore, this information does not need to be updated when adding an employee to the Contractor Portal.



Complete the information for a foreign employee

1. If you have selected a country other than Finland as the employee's nationality and home country, you must also complete the required details for a foreign employee.

If the employee has a permanent address in Finland, the home country is Finland, and fewer details are required on the form.

Add Identity

Please fill in information about the identity. Pressing 'check' will validate the identity and fill in fields automatically if it is found from an external data source. Qualifications for the identity can be added here by filling in the appropriate validity end date(s). Qualifications can also be added and maintained later.

Basic information

Taxnumber: 100013607809 !

First name: Lastname:

Date of Birth: Social sec. nbr:

Phone Number: Email:

Citizenship: EE (Estonia)

Home country: EE (Estonia)

Foreign identity information

Local Address:

Local Post Code: Local City:

Home Address:

Home Post Code: Home City:

Country Code: EE (Estonia)

Passport/Id-card: Residence permit:

Employer

Employer: Vesi-Paull Oy

Employment Type: Employee

Assignment:

Collective Agreement:

Add

Type

A1 certificate
General
A1 certificate
Passport/Id-card
Residence permit
Valitse tiedosto | Ei valittua tiedostoa

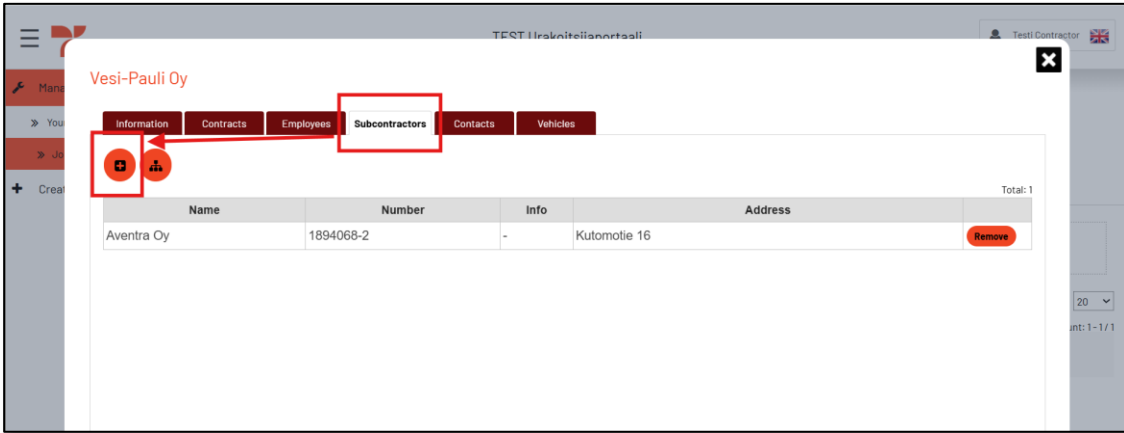
Type	Created
General	12.5.2026
General	12.5.2026
A1 certificate	12.5.2026

1. After adding a foreign employee, navigate to the employee details.
2. Select the "Attachments" tab.
3. Add the foreign employee's documents as attachments.

- 
- **Appendix 2: adding a subcontractor and a subcontractor employee**



Add subcontractor



1. Manage → Jobs → Vendors' → Click your company
2. Select the "Subcontractors" tab and click "+"
3. Select the Company Number Type → Enter the Company Number and click "Check" → the Contractor Portal will automatically retrieve the company's basic information to the form
4. Enter the required contact details → Add

Please fill in information about the company. Use local business ID if available, otherwise select correct company number type. Filling the company number and pressing 'check' will check the business ID and fill in fields automatically if found from external data source.

If the company is not domestic and the company's home country is not in the list, please select 'XX (other)' from the country list and type in the country name.

Basic information

Company Number Type: Local Business ID
Company Number: 2203862-4
Name: Arme Oy

Contact information

Lastname *
Firstname *
Contact phone *
Email *

Additional information

Registration Date: 3.7.2008
Company Form: Osakeyhtiö
Website: www.arme.fi
Healthcare Provider
Collective Agreement

Add

After validation, you can view the company data verification results by clicking the displayed icon.

Yrityksenumeron tarkistus (YTJ & Vies)

luotettava kumppani vastuupää

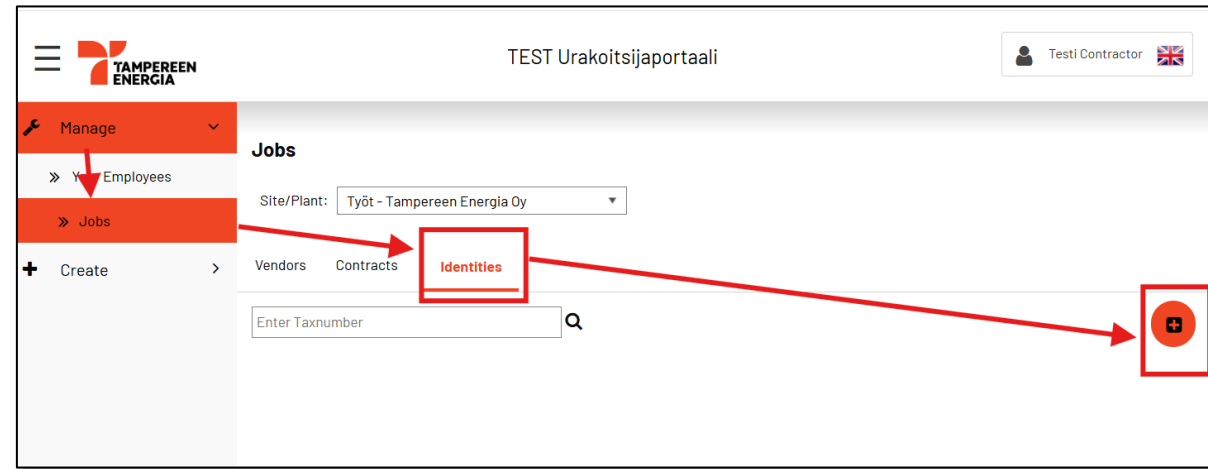
Tietolähteiden perusteella yritys on hoitanut tilaajavastuulain edellyttämät velvoitteet.



Add subcontractor's employee

A subcontractor's employee is added in the same way as your own employee

1. Navigate to Manage → Jobs → Identities
2. Click the "+" button.



Add Identity

Please fill in information about the identity. Pressing 'check' will validate the identity and fill in fields automatically if it is found from an external data source. Qualifications for the identity can be added here by filling in the appropriate validity end date(s). Qualifications can also be added and maintained later.

Basic Information		Employer	
Taxnumber	First name *	Employer	
<input type="text"/>	<input type="text"/>	Aventra Oy	
<input type="button" value="Check"/>	Lastname *	Employment Type	
	<input type="text"/>	Employee	
Date of Birth *	Social sec. nbr	Assignment	
<input type="text"/>	<input type="text"/>		
Phone Number	Email *	Collective Agreement	
<input type="text"/>	<input type="text"/>		
Citizenship			
FI (Finland)			
Home country			
FI (Finland)			

Qualifications & Inductions

Apprix testaa Urakoitsijaportaalimuutosta [sisältää courseid:n]	Ensiapu EA1	Ensiapu EA2	Hätäensilapu
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lielahiti	Lielahiti Testi	Messukyliä	Rauhaniemi
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ristinarkku	Security Clearance	Sähkötyöturvallisuus SFS 6002	Tieturva 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tieturva 2	Tulityökortti	Turvallisuusperehdytys	Turvallisuusselvitys
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Työturvallisuuskortti			
<input type="text"/>			

NOTE: Since you are adding a subcontractor's employee, make sure to select the subcontractor company as the employer instead of your own company.

1. Enter the employee's tax number and click "Check".
2. Then enter any missing basic information, employer details, and additional information.
3. Click "Add" at the bottom of the page.