



Manual for e-invoicing

In June 2018, the Swedish Parliament adopted the Act on E-invoicing in Public Procurement (SFS 2018:1277). E-invoicing must be used for all purchases, regardless of value, resulting from public procurement.

Purchases made by Sundsvall Energi must therefore be invoiced by e-invoice.

This manual outline specific content requirements on e-invoices and should be used by suppliers to Sundsvall Energi, so invoices can be approved and paid promptly and without delay.

This manual does not describe the general content of e-invoices, which is defined by the invoicing standard used, e.g., PEPPOL BIS 3 Billing.

The manual describes the special content requirements on invoice management and invoice follow-up that Sundsvall Energi has.

General information for suppliers who intend to send e-invoices to Sundsvall Municipality and municipally owned companies can be found here: <https://sundsvall.se/narinasliv-och-arbete/upphandlinga-och-inkop/fakturera-kommunen/>

General rules

As a rule, one order per invoice applies. Below is a description of the information required in each invoice. If information in the invoice (which was not included in the original order) is supplemented, it must have been agreed with the purchaser.

If anything is unclear, please contact the purchaser.

Sundsvall Energi is classified as a construction company and therefore applies reverse charge on VAT. Suppliers are expected to take this into account when invoicing.

Definition of parties and roles

Party	Role	Description
Supplier	Invoice issuer	Sells goods and/or services to Sundsvall Energi
Sundsvall Energi	Purchaser, invoice recipient	Places purchase orders under procured agreements
(VAN) operator	Invoice exchange	A subcontractor is commissioned to act as a technical dispatch and receiving point for e-invoices

Formats

Sundsvall Energi accepts e-invoices in the following formats

1. [PEPPOL BIS Billing 3](#)
2. [Svefaktura 1.0](#)

It is recommended that suppliers use PEPPOL BIS Billing 3, as Svefaktura will eventually cease operating.

Sundsvall Energi's recipient ID in PEPPOL is: 0007:5564786647.

Read more about the above-mentioned e-invoice formats at <https://skr.se/sfti/standarder/peppolbisochsvehandel.44455.html>.

General information about e-invoicing to the public sector at <https://www.digg.se/e-handel-och-e-faktura/e-faktura/leverantor/>

Special content requirements

All invoices to Sundsvall Energi must contain information that entitles deductions in accordance with [Swedish tax laws](#).

When invoicing Sundsvall Energi, the information listed in the table below either must be included as a whole or only numbers 2* and 3* are mandatory.. If you have not received complete information, please contact the purchaser.

Number	Name	Description	Example
1	Purchaser's name	First and surname of the person at Sundsvall Energi who placed the order.	Eva Öström
2*	Purchaser's reference	Purchaser's reference number.	3MAT21RUN
3*	Purchaser's order number	Purchaser's purchase order number.	IDU-23236
4	Reference to debit note	To simplify the processing of credit notes, they must refer to the debit note being credited.	376651
5	Agreement number/Contract number	If the order contains an agreement number, it must be stated on the invoice.	158
6	Project number	If it appears on the order, it must be provided on the invoice.	38188
7	Purchaser's article number	Sundsvall Energi's article number.	31030100

*Mandatory information (numbers 2 and 3 above must always be included when invoicing, but not in the same field).

Supplier: Supplier AB
 Address
 SE-111 11 Sundsvall

Supplier, phone:
 Supplier, email:
 Your reference:

Order date 30/03/2020

Our reference: Name Surname

1

Email firstname.surname@sundsvallenergi.se

Invoice reference OZL22XE2

2

Delivery address: Sundsvall Energi
 Norra Jamvagsgatan 1
 SE-851 85 Sundsvall

Invoicing must be performed electronically and be marked in accordance with our implementation manual which can be found on our website sundsvallenergi.se/leverantorer.

Date of delivery	Payment terms	Terms of delivery			
03/04/2020	30 Days				
Our Article number	Designation		Quantity	Unit	Price/unit
Del. Article number	Description				
010101 XXXXX	Office supplies x		2.0		57.00
010102 XXXXX	Office supplies Y		2.0		107.81

Sundsvall Energi is certified as a construction company. Suppliers are expected to take this into account when invoicing.

Time sheets and other invoicing documentation must be approved by us before invoicing.

Order acknowledgements shall be sent within 3 working days.

To perform work at Sundsvall Energi's plants, occupational safety training in the SSG Entre & Lokal Entre course is required

The following section outlines how the content requirements should be specified in the various e-invoice formats that Sundsvall Energi accepts.

PEPPOL BIS Billing 3

1. Purchaser's name (first and surname)

```
<cac:AccountingCustomerParty>
  <cac:Party>
    <cac:Contact>
      <cbc:Name>Eva Öström</cbc:Name>
    </cac:Contact>
  </cac:Party>
</cac:AccountingCustomerParty>
```

Source: [http://docs.peppol.eu/poacc/billina/3.0/bis/# buver accountinacustomerparty](http://docs.peppol.eu/poacc/billina/3.0/bis/#buveraccountinacustomerparty)

2. Purchaser's reference number

This field is for the employee ID for Sundsvall Energi and corresponds to one of its employees.

```
<cbc:BuyerReference>3MAT21RUN</cbc:BuyerReference>
```

Source: <http://docs.peppol.eu/poacc/billina/3.0/bis/#buverref>

3. Purchaser's order number

```
<cac:OrderReference>
  <cbc:ID>o-998877</cbc:ID>
</cac:OrderReference>
```

Source: <http://docs.peppol.eu/poacc/billina/3.0/bis/#orderref>

4. Credit note should refer to the debit note

```
<cac:BillingReference>
  <cac:InvoiceDocumentReference>
    <cbc:ID>376651 </cbc:ID>
  </cac:InvoiceDocumentReference>
</cac:BillingReference>
```

Source: [http://docs.peppol.eu/poacc/billina/3.0/bis/# precedina invoice references](http://docs.peppol.eu/poacc/billina/3.0/bis/#precedinainvoicereferences)

5. Agreement number/contract number

```
<cac:ContractDocumentReference>
  <cbc:ID>158</cbc:ID>
</cac:ContractDocumentReference>
```

Source: [http://docs.peppol.eu/poacc/billina/3.0/bis/# contract reference](http://docs.peppol.eu/poacc/billina/3.0/bis/#contractreference)

6. Project number:

```
<cac:ProjectReference>
  <cbc:ID>38188</cbc:ID>
</cac:ProjectReference>
```

Source: <http://docs.peDPol.eu/Doacc/billina/3.0/bis/#Droiectref>

7. Customer's article number

```
<cac:Item>
  <cbc:BuyersItemIdentification>31030100</cbc:BuyersItemIdentification>
</cac:Item>
```

Source: http://docs.peppol.eu/poacc/billina/3.0/bis/#_precedina_invoice_references

Svefaktura 1.0

1. Purchaser's name (first and surname)

```
<cac:BuyerParty>
  <cac:Party>
    <cac:Contact>
      <cbc:Name>Eva Öström</cbc:Name>
    </cac:Contact>
  </cac:Party>
</cac:BuyerParty>
```

2. Purchaser's reference number

```
<RequisitionistDocumentReference>
  <cac:ID>3MAT21 RUN</cac:ID>
</RequisitionistDocumentReference>
```

Source:

<https://skr.se/download/18.2052aa85179360c61861affa/1620394706246/SFTT%20Handledning%20%C3%B6r%20Svefaktura.pdf>

3. Purchaser's order number

```
<cac:InvoiceLine>
  <cac:OrderLineReference>
    <cac:OrderReference>
      <cac:BuyersID>IDU-23236</cac:BuyersID>
    </cac:OrderReference>
  </cac:OrderLineReference>
</cac:InvoiceLine>
```

Source:

<https://skr.se/download/18.2052aa85179360c61861affa/1620394706246/SFTT%20Handledning%20%C3%B6r%20Svefaktura.pdf>

4. Credit note should refer to the debit note

<InitialInvoiceDocumentReference>

<cac:ID>376651 </cac:ID>

</InitialInvoiceDocumentReference>

5. Agreement number/contract number

<AdditionalDocumentReference>

<cac:ID identificationSchemeID="CT"

identificationSchemeAgencyName="SFTI">82351676</cac:ID></AdditionalDocumentReference>

6. Project number:

<RequisitionistDocumentReference>

<cac:ID>38188</cac:ID>

</RequisitionistDocumentReference>

7. Customer's article number

<cac:Item>

<cbc:BuyerItemIdentification>31030100</cbc: BuyerItemIdentification>

</cac:Item>