



Öppen/Unclassified

Datum	Diarienummer	Ärendetyp
2022-02-10	ange	ange
	Dokumentnummer	Sida
	ange	1(6)

Innehåll

1. Instructions on how invoices should be labelled.....	2
1.1 Electronic invoice – Peppol BIS Billing 3.0	2
1.1.1 Contract/purchase order number	2
1.1.2 Direct order	3
1.2 Electronic invoice – Svefaktura 1.0	4
1.2.1 Contract/purchase order number	4
1.2.2 Direct order	4
1.3 Scanned/Pdf invoice.....	5
1.3.1 Contract/purchase order number or Direct Order.....	5



1. Instructions on how invoices should be labelled

In the first instance, electronic invoices must be sent with the PEPPOL network in the Peppol format. A second option is to send Svefaktura.

It is important that the invoice is marked with references to either the contract/purchase order number or with the customer's LandaId in case of a direct order.

A newer contract/purchase order number consists of seven digits and starts at 5*. Previous contract/purchase order numbers are six digit, most of which start at 8* or 9*.

The identity of the client consists of 5 letters (LandaId).

1.1 Electronic invoice – Peppol BIS Billing 3.0

1.1.1 Contract/purchase order number

Contract/order number should be included in the OrderReference section, in the TAG ID and order line number in OrderLineReferene, LineID.

A new contract/purchase order number consists of seven digits and starts at 5*. Previous contract/purchase order numbers are six digit, most of which start at 8* or 9*.

```
<cac:OrderReference>
  <cbc:ID>5002040</cbc:ID>
</cac:OrderReference>
```

```
<cac:OrderLineReference>
  <cbc:LineID>102</cbc:LineID>
</cac:OrderLineReference>
```

Example

If the supplier is to issue an invoice on contract/purchase order 5002040 for "Stainless Nut" on position 1, order line 102 and "Cyklop" on position 4, order line 401, the invoice line in the file should refer to order line numbers 102 and 401.

Position/Item	Rad nr./Row No.	Benämning/Name	Beskrivning/Description	Antal/ Quantity	Enhet/Unit	A-pris/Unit price	Valuta/ Currency	Total/Total
1		Spare parts	Spare parts					
	101	Bolts	Stainless steel bolt	10	pcs	1,00	USD	\$ 10,00
	102	Nuts	Stainless steel nut	10	pcs	1,00	USD	\$ 10,00
2		Diving suit	Diving suit					
	201	Diving suit	Diving suit Black	15	pcs	10,00	USD	\$ 150,00
	202	Diving suit	Diving suit Green	10	pcs	10,00	USD	\$ 100,00
3		Flippers	Flippers					
	301	Flippers	Flippers size 7-9	12	pair	5,00	USD	\$ 60,00
	302	Flippers	Flippers size 10-12	12	pair	5,00	USD	\$ 60,00
4		Cyclops	Cyclops					
	401	Cyclops	Cyclops	3	pcs	8,00	USD	\$ 24,00
Total/Total								\$ 414,00

An electronic invoice in Peppol can be designed as below:



Datum	Diarienummer	Ärendetyp
2022-02-10	ange	ange
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	ange	3(6)

FAKTURA		Fakturadatum 2021-06-03	Fakturanummer 123456789
Valuta SEK	Konteringsreferens ABC Beställarereferens XYZ		Kundens ordernummer 5002040

```

<cbc:AccountingCost>ABC</cbc:AccountingCost>
<cbc:BuyerReference>XYZ</cbc:BuyerReference>
<cac:OrderReference>
  <cbc:ID>5002040</cbc:ID>
</cac:OrderReference>
.....
<cac:InvoiceLine>
<cbc:ID>1</cbc:ID>
.....
      <cac:OrderLineReference>
        <cbc:LineID>102</cbc:LineID>
      </cac:OrderLineReference>
.....
</cac:InvoiceLine>

<cac:InvoiceLine>
<cbc:ID>2</cbc:ID>
.....
      <cac:OrderLineReference>
        <cbc:LineID>401</cbc:LineID>
      </cac:OrderLineReference>
.....
</cac:InvoiceLine>

```

1.1.2 Direct order

In the case of a direct order (not an order against the contract/ purchase order number), the customer's reference, the so-called LandaId, must be listed in BuyerReference. The client's LandaId consists of 5 letters.

```

<cbc:AccountingCost></cbc:AccountingCost>
<cbc:BuyerReference>HEBER</cbc:BuyerReference>

```



Datum	Diarienummer	Ärendetyp
2022-02-10	ange	ange
	Dokumentnummer	Sida
	ange	4(6)

1.2 Electronic invoice – Svefaktura 1.0

1.2.1 Contract/purchase order number

In the case of an invoice relating to a contract/purchase order number, the invoice must contain a reference to the order to which the order relates.

A newer contract/purchase order number consists of seven digits and starts at 5*. Previous contract/purchase order numbers are six digit, most of which start at 8* or 9*.

```
<cac:OrderLineReference>  
<cac:OrderReference>  
<cac:BuyersID>5002040</cac:BuyersID>  
</cac:OrderReference>  
</cac:OrderLineReference>
```

Other information such as the client's name, work order, et cetera should be entered in another appropriate field, for example for invoice message <cbc:Note>.

1.2.2 Direct order

In the case of a direct order (not an order against the contract/ purchase order number), the customer's reference, the so-called LandaId, is specified in the first tag RequisitionistDocumentReference.

The client's LandaId consists of 5 letters.

In Svefaktura there are possibilities to attach two references. In this case, the name of the client shall be indicated in the second RequisitionistDocumentReference.

An alternative is to include the orderer's name, work order, and more in the invoice message field <cbc:Note>.

```
<RequisitionistDocumentReference>  
<cac:ID>HEBER</cac:ID>  
</RequisitionistDocumentReference>  
<RequisitionistDocumentReference>  
<cac:ID>Helena Bergman</cac:ID>  
</RequisitionistDocumentReference>
```

```
<cbc:Note>Helena Bergman, Work order 50020401001, invoice refers to ..... </cbc:Note>
```



Datum	Diarienummer	Ärendetyp
2022-02-10	ange	ange
	Dokumentnummer	Sida
	ange	5(6)

1.3 Scanned/Pdf invoice

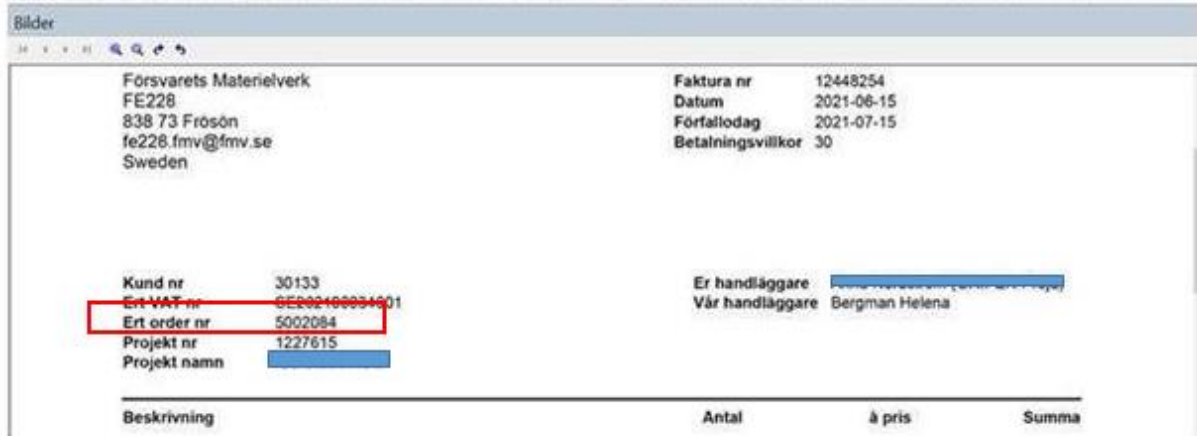
1.3.1 Contract/purchase order number or Direct Order

If there is no intended contract/purchase order number field, the number should instead be entered under Your reference/Order No.

A newer contract/purchase order number consists of seven digits and starts at 5*.
Previous contract/purchase order numbers are six digit, most of which start at 8* or 9*.

If the invoice relates to a so-called direct order and the contract number is missing, the FMV customer's LandaId should instead be indicated in the current field and the client's name in, for example, "Your administrator" field.

The client's LandaId consists of 5 letters.





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	ange	6(6)

A PDF invoice must be drawn up as follows:

INVOICE					
Försvarets Materielverk FE228 838 73 Frösön Fe228.fmv@fmv.se	Invoice No. 123456 Invoice Date 2021-09-23 Due Date 2021-10-23 Terms 30 days				
COMPANY					
Name Company X					
REG No. 1234	Order No. 5002040				
TAX No. 1234	Your Reference Sofia Eriksson Our Reference John Smith				
<hr/>					
Row no.	Description	Quantity	Delivery date	Unit price	Total
102	Stainless steel bolt	10 pcs	2021-08-31	1.00 USD	10.00 USD
401	Cyclops	3 pcs	2021-08-31	8.00 USD	24.00 USD