

Formal requirements, Invoice to Skanska in Sweden

The supplier's information, mandatory information is marked with *

- Invoice type, debit or credit invoice*
- The company's legal name*
- Company registration number/VAT number*
- Full address
- Payment information to which Skanska will pay (Bankgiro, Plusgiro or IBAN)*
- Contact information for you as a supplier, name and telephone number or email address
- Information on business tax (F-Skatt)*
- Indication that the invoice is covered by "reverse charge" for the construction service performed
- Invoice Number*
- Invoice Date*
- Due date*
- Terms of Payment*
- **Credit note**; Enter invoice number for debit invoice being credited*

The buyer's information, mandatory information is marked with*

- Full legal company name on the buying Skanska company*
- Company registration number*
- VAT number
- Billing Address*
- Delivery address
- Contact information to the client. Name and phone number or email address
- Invoice reference*: 3-digit combination consisting of numbers as follows:
(5-6 digits) - (1-15 characters) - (4-5 digits) separated by hyphens, eg 123456-1-5001.
Exception: When there is a purchase order with a purchase order number, the invoice must be marked as stated on the order.

Information about ordered goods / services, mandatory task is marked with *

- Article number
- Article Description. Detailed description of goods / services.*
- Order number, mandatory when the order is ordered in Skanska's purchasing tool.
- Delivery Date*
- For transportation, it should be clear between which places the transport was made (start-goal).
- For periodic goods / services, for example rent, specify from-to period*
- Delivery note number
- Number and quantity unit*
- Unit price (net)*
- For classification of the goods:

Within the European Union, state CN8 (Combined nomenclature 8-digits), value, weight and country of origin for each CN8.

From outside the European Union state HS code (Harmonized system 6 digits), value, weight and country of origin for each HS code.”

- For goods/services within the European Union, please state appropriate text regarding reverse charge, for example “Reverse charge, intra community supply”
- Discount, enter the amount and any percentage *
- Row-amount; total invoice rate excluding VAT including any discounts *
- At different VAT rates, these must be declared at row level.

- Total excluding VAT*
- VAT amount per VAT rate*
- Total VAT-based amounts for each VAT rate*
- Total VAT amount*
- Amount to pay*