We receive invoice in format peppol bis 3.0

**PostNord e-invoicing tech guide**

This document contains PostNords requirements, good to know information and technical descriptions of the format and fields to be used.

**Format**

PostNord companies in Sweden receive e-invoices in format peppol bis 3.0.

**How do we receive e-invoices?**

E-invoices to PostNord companies in Sweden can be sent through the **open network PEPPOL** who work together with our VAN operator PostNord Strålfors.

Notice, each PostNord company has its own peppol ID:

|  |  |  |  |
| --- | --- | --- | --- |
| **Co Code** | **PEPPOL ID** | **Company ID** | **Company name** |
| F002 | 556128-6559 | 556128-6559 | PostNord Group AB |
| F662 | 556771-2640 | 556771-2640 | PostNord AB |
| F091 | 556711-5695 | 556711-5695 | PostNord Sverige AB |
| F101 | 556161-7191 | 556161-7191 | PostNord TPL AB |
| F011 | 556341-0009 | 556341-0009 | Posten Leasing AB |
| F035 | 556039-7480 | 556039-7480 | Tidningstjänst AB |
| F402 | 916629-7458 | 916629-7458 | Nässjöterminalen KB |
| F404 | 556848 - 8133 | 556848 - 8133 | Hallsberg Brevterminal AB |
| F346 | 556819-9862 | 556819-9862 | Rosersberg Brevterminal AB |
| F008 | 556517-0544 | 556517-0544 | Fastighets AB Penelope |

**Mandatory information to be provided at the invoice:**

In addition to general legal requirements for an invoice, PostNord has the following mandatory information to be shared at all e-invoices. For certain purchases we can have other required information to be shared. PostNord and supplier will agree upon requirements as part of our agreement and prior to the issues of invoices.

**Mandatory information:**

* The invoice must be issued to the full legal name of the recipient (The name of the PostNord company you are invoicing)
* The invoice must contain correct **reference number** (Often our cost center or Purchase Order, Vehicle number etc.)
* An e-mail address to the supplier, to be used for information on rejected invoices not fulfilling requirements of PostNord.
* Swedish supplier selling services must be approved for F-tax.

Please note, from January 2021 foreign suppliers to PostNord who perform work in Sweden must also be registered for F-tax. Registered holdings of F-tax must appear in the text of the invoice.

 It is possible to provide more information such as:

* GL Account (Accounting string)
* Or other information such as building number, contact persons name, etc.

Required information is given by the person at PostNord who orders goods and services, or it is provided upfront as part of the implementation of a newly signed agreement.

Knowledge about which information to be shared in the specific data fields are described below.

**How to fill specific requirements of PostNord in the format peppol bis 3.0**

The excel sheet “The use of data fields in e-invoices to PostNord – format only peppol bis 3.0” provides an overview of the use of data fields in our use of the format peppol bis 3.0. It contains technical details, mandatory fields, comments and an example.

If you have any questions, please do not hesitate to reach out to us at ptp@PostNord.com. We will guide you and together we will find a suitable solution.

**What if you send invoices in Sve-format?**

If you are not able to send e-invoice in Peppol Bis 3.0 format we recommend that you send invoices to us in PDF format by email