



## Invoicing Routines at VR Sverige

You as the supplier are responsible for ensuring that the invoice you submit corresponds to the order you have received and that the reference provided by the buyer is stated on the invoice. **Suppliers must always request a reference number prior to delivery and invoicing.** If the invoice is sent to us without a reference number, the invoice will automatically be rejected and returned to the sender. VR Sverige will not accept any extra costs such as debt collection or interest costs where information is missing from the invoice.

### Electronic invoicing

All invoicing shall be done electronically. VR Sverige receives electronic invoices via InExchange in the following invoice formats: PEPPOL, SVEFAK, OIOUBL and OIOXML.

### Invoice must be sent to the right company:

VR Sverige AB	Org. number: 556351-9437
VR Östgötapendeln AB	Org. number: 556628-6547

### To get started with electronic invoicing, you must

- Visit [www.inexchange.se](http://www.inexchange.se)
- Note our GLN number and use this when invoicing.
- Enter your invoice manually or upload it directly from your financial system and get started immediately.

### GLN-numbers for each company:

VR Sverige AB	GLN 5790002188947
VR Östgötapendeln AB	GLN 5790002188930

### Peppol ID and company:

VR Sverige AB	0007:5563519437
VR Östgötapendeln AB	0007:5566286547

### Mandatory information on the invoice:

- Reference number
- Invoice date
- Invoice number
- Correct invoice address (see below)
- Bank details: IBAN and BG, PG account
- Your organization number
- VAT number or reason for VAT exemption
- Possession of F-tax slip (A-tax slip)
- Applied VAT rate in % and amount
- Name of buyer
- Payment terms (minimum 30 days)
- Description of product/service
- Delivery note number
- Reference to original invoice (for credit)

If the above information on the invoice is missing, the invoice will be rejected and sent back for completion. When an invoice is completed, the invoice date and due date must also be updated unless completion takes place on the same day.

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October 2023

**General questions** regarding submitted invoices and payment status are sent to [ap@vr.fi](mailto:ap@vr.fi). For questions about invoice reference, please contact the buyer directly.

### **PDF invoice**

In exceptional cases, PDF invoicing is also accepted. Any exemption must be approved in writing and stated in the applicable agreement before invoicing may take place.

Invoice is sent in this case to email:

VR Sverige AB - [INX9135-001@pdf.scancloud.se](mailto:INX9135-001@pdf.scancloud.se)

VR Östgötapendeln AB - [INX9135-003@pdf.scancloud.se](mailto:INX9135-003@pdf.scancloud.se)

### **Paper invoice**

An additional exception is paper invoicing. Any exemption must be approved in writing and stated in the applicable agreement before invoicing may take place.

Paper invoices are sent to:

VR Sverige AB  
INX9135-001  
831 90 Östersund

VR Östgötapendeln AB  
INX9135-003  
831 90 Östersund

We thank you in advance for your cooperation

Sincerely,

**VR Sverige AB**

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