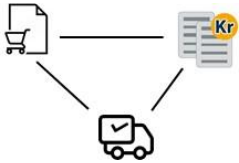


## Billing Routines: Purchase Order Reference

VR Sverige makes all orders electronically. The purpose is to streamline the purchasing processes from order to payment and thereby lower our costs and increase the quality of our order documents. This means we get control over the purchases, it provides security for the supplier and a correct invoice is paid on time.

Every invoice VR Sverige receives the 3-way match rule applies before payment can take place. 3-way match means that the invoice must correspond to a purchase order and that VR Sverige has confirmed that the product has been delivered or that the service has been received, which is done through goods receipt.



### Requirements for Purchase Order references

You as the supplier are responsible for ensuring that the invoice you submit corresponds to the purchase order you have received and that invoicing takes place with reference to the purchase order number on the invoice. **Suppliers must always request a purchase order number prior to delivery and invoicing.** If the invoice is sent to us without a reference to a purchase order number, the invoice will automatically be rejected and sent back 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.

VR Sverige's purchase orders are **8-digit** and always start with the number **1 or 2** (e.g. 10001234), this should not be entered as a reference on the invoice. If this is missing from the invoice, it will **always** get stuck and sent back for completion.

In order for the invoice to go through the validation rules that exist at Inexchange, it is important that the PO reference ends up in the right place in the XML invoice. The invoice reference must be in one of the following fields in the invoice format sent to us:

**RequisitionistDocumentReference / ID - (first)**

*Alternatively:*

**InvoiceLine / OrderLineReference / OrderReference / BuyersID - (at least first line)**

### Electronic invoicing

The parties agree that all invoicing shall be done electronically. VR Sverige receives electronic invoices via InExchange. VR Sverige accepts the following invoice formats: SVEFAK, OIOUBL and OIOXML.



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

VR Sverige AB	Org. number: 556351–9437
VR Östgötapendeln AB	Org. number: 556628–6547
VR Service AB	Org. number: 559055–4449
VR Tåg AB	Org. number: 556691–7471

**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 are:**

VR Sverige AB	GLN 5790002188947
VR Service AB	GLN 7365590554443
VR Östgötapendeln AB	GLN 5790002188930
VR Tåg AB	GLN 5790002188954

General questions about submitted invoices are sent to [payables@Accounts.arriva.se](mailto:payables@Accounts.arriva.se)

**Mandatory information on the invoice:**

- Purchase order number
- Invoice date
- Invoice number
- Correct invoice address (see below)
- 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 customer
- Payment terms (minimum 30 days)
- Specification of what the invoice refers to
- Bank details: bank account, BG, PG
- Delivery note number
- Reference to original invoice (for credit)

If the above information on the invoice is missing, the invoice will be stopped 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.

**Backdated invoices:**

Incoming invoices may not have an invoice date earlier than 8 days compared to the receiving date. If the invoice date exceeds 8 days, the invoice will automatically be sent back to the supplier with reference to this.

Example:

Invoice Date: 2022-01-01, Date of receipt: 2022-01-12

The invoice is received 11 days after the invoice date. The invoice is then rejected back to the supplier with reference to this and a new invoice with the correct date needs to be sent in.

**Invoicing via the Peppol format**

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Electronic invoicing against the Peppol format is only accepted if this is explicitly stated in the terms of the main agreement.

**Peppol ID and company:**

VR Sverige AB	0007:5563519437
VR Service AB	0007:5590554449
VR Östgötapendeln AB	0007:5566286547
VR Tåg AB	0007:5566917471

**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: [vendor.invoices@vrsverige.com](mailto:vendor.invoices@vrsverige.com)

**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:

"Correct VR company"

A.k.15

Riga, LV-1045

Latvia

We thank you in advance for your cooperation.

Sincerely,

VR Sverige AB

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