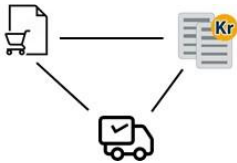


Billing Routines: Cost Center Reference

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

In a **Cost Center procedure**, VR Sverige waives the requirement for an electronic order (PO) and approves the order for a product or service in another written way, e.g. via email or other document.

Each invoice must contain the requirements below to be accepted and entered into VR Sverige's invoicing management system. Each invoice is sent to the relevant department within VR Sverige for **inspection** and approval before payment can be made.



Requirements for Cost Center references

You as a supplier are responsible for ensuring the invoice you send in corresponds to the invoice routine you received in connection with VR Sverige's supplier process and that invoicing takes place with reference to the information required on the invoice. **Suppliers must always request an invoice reference in the form of a Cost Center.** If the invoice is sent to us without reference to a Cost Center, the invoice will be automatically rejected and sent back to the sender. VR Sverige will not accept any extra costs such as debt collection or interest costs where the information is missing on the invoice.

VR Sverige's invoice reference is a combination of eight characters and always starts with 00D (letters and numbers, eg 00DH0001), this is what you must enter as a reference on the invoice. If this is missing on the invoice, it will always be 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 Cost Center 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.

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
- 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@vrsverige.com

Mandatory information on the invoice:

- Cost center at VR
- 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 eight days compared to the receiving date. If the invoice date exceeds eight days, the invoice will automatically be sent back to the supplier with a rejection note.

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

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



May 2023

Exception management

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

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
