

# Invoicing Routines for Swedish VR Companies

As the supplier, it's important to ensure that your submitted invoice matches the order you received and includes the reference provided by the buyer. **Please remember to request a reference number before delivery and invoicing.** If an invoice is submitted without this reference, it will be rejected. If the invoice is sent to us without a reference number, the invoice will be rejected. We 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. We can receive electronic invoices in the following invoice formats: PEPPOL, SVEFAK, OIOUBL and OIOXML.

Company	Org. nr.	Operators webpage	Peppol ID	GLN
VR Sverige AB	556351-9437	<a href="http://www.inexchange.se">www.inexchange.se</a>	0007:5563519437	7365563519431
VR Östgötapendeln AB	556628-6547	<a href="http://www.inexchange.se">www.inexchange.se</a>	0007:5566286547	5790002188930
VR Snabbtåg Sverige AB	556923-4304	Own e-invoice supplier	0007:5569234304	5569234304

### To get started with electronic invoicing:

- Visit the e-invoice operator's website.
- Note our Peppol ID and GLN number and use them when invoicing.
- Enter your invoice manually or upload it directly from your financial system and get started immediately.

### Mandatory information on the invoice:

- Reference number
- Invoice date
- Invoice number
- Correct invoice address (see below)
- Bank details: IBAN and Bankgiro/Plusgiro account
- Your organization number
- Your VAT number or reason for VAT exemption
- Our VAT number when reverse charge VAT is applicable
- 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.

**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.



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### **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)  
VR Snabbtåg Sverige AB [vrsnabbtag.se@bscs.basware.com](mailto:vrsnabbtag.se@bscs.basware.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. Please note that each invoice should be sent in one envelope together with its attachments/specifications.

Paper invoices are sent to:

#### **VR Sverige AB**

INX9135-001  
831 90 Östersund

#### **VR Östgötapendeln AB**

INX9135-003  
831 90 Östersund

#### **VR Snabbtåg Sverige AB**

FE341  
107 77 Stockholm

We thank you in advance for your cooperation

Sincerely,

The Procurement Team

[inkop.sverige@vrsverige.com](mailto:inkop.sverige@vrsverige.com)

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