



Information to SLU supplier

Electronic orders

SLU uses Visma Proceedo as an e-commerce system and our orders will be made through the system. This means that you as a supplier will receive the order by e-mail. See example on next page what an order can look like. In the order in the e-mail, you will find everything needed to manage the order. **Protection of Personal Data:** When you invoice us, we will handle any personal data as required in the Swedish Data Protection Act as we process the invoice. We will also handle personal data in the manner that is necessary to comply with the rules on government archives.

1) Purchase order number – this number is generated in our system. It is very important that this number is placed in the invoice as our reference. The order number contains the letters “PO” followed by 7 digits. If you send us electronic invoices we appreciate that you place the order number on each order line, or otherwise in the field “reference 1”.

2) Our references – this must be placed in the invoice if order number is missing. If you send electronic invoices this reference should be placed in the field “reference 1”.

3) Delivery address

4) Invoice address

5) Requisitioners e-mail address – an order confirmation shall be sent to the requisitioners e-mail address

6) Comment to supplier – here you may find an extra message from the requisitioner.

7) Order description – here you find the description of the order, as article number, quantity, price etc. An order can contain several order lines.

8) Buying organization

9) Goods labelling, terms of delivery and payment

Please note! The example below explains how an order from us should be interpreted!



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Purchase Order PO0000000 from Sveriges lantbruksuniversitet to Test supplier

Our references

2 123ABC
Purchase Order: PO0000000

Your references

Order address:
nosend.nosend@nosend.com

Delivery address

3 SLU Inst for XXXX
Lisa Karlsson
XXXXXXXX
XXX XX Uppsala
Sweden
(ID: xxxxxxxxxxxxxx)

Invoice address

4 SLU Fakturamottagning
Box 7090
750 07 Uppsala
Sweden
(ID: xxxxxxxxxxxxxx)

Requisitioner

5 123ABC
e-mail: firstname.lastname@slu.se

Comment to supplier

6 Account number: XXXX

Row	Item ID	Description	Quantity	Price	Subtotal
1	XXX	XXXXXXXX	2,00 st	15,00 / 1,00 st	30,00

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Sum excl. VAT

30,00 EUR

Buying organization

8 Sveriges lantbruksuniversitet
Box 7090
750 07 Uppsala
Sweden
VAT Number: SE202100281701
(ID: 7340102300008)

Goods labelling, terms of delivery and payment: 9

Goods labelling: The goods must be marked with our purchase order number, our reference and the name of the purchaser. Terms of delivery: Free delivered (DDP, Incoterms 2010) to the delivery address given in the order, unless otherwise stated. Other terms of delivery as stated in the contract or order. Order confirmation: The supplier must send an order confirmation by e-mail to the purchaser. Any delay in delivery and the reason for the delay must be included, as well as a new date for delivery. Terms of payment: An invoice must be sent after the goods have been delivered. Payment terms: net, 30 days. Invoicing charges or other additional charges which have not been agreed upon in advance will not be accepted. In case of delay, interest will be paid according to the Swedish Interest Act (SFS 1975:635). VAT: Suppliers not registered for VAT (value-added tax) in Sweden should not add VAT to the invoice for goods or services delivered in Sweden. Suppliers within the European Union must state SLU's VAT number SE202100281701 on the invoice. The invoice shall be made out to Swedish University of Agricultural Sciences, Fakturamottagningen, Box 7090, 750 07 Uppsala, Sweden. If possible, the invoice should be sent electronically. The purchaser's reference and the purchase order must be stated in the invoice; further information on what an invoice must contain is stated on page 17 in "The VAT brochure" which can be downloaded from <http://www.skatteverket.se/broschyrer> (under the letter T).

Questions regarding orders are made to: ehandel@slu.se.

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Invoicing SLU

As of 1 April 2019, there is a legal requirement that all invoicing for purchases in the public sector must be by electronic invoice (e-invoice). This means that purchases made by SLU must be invoiced by e-invoice.

There are four different options for sending us e-invoices. Three of them are for integrated software (such as business system), the fourth is a *supplier portal* where you will be able to register your invoices manually.

SLU wants to receive e-invoices via PEPPOL

E-invoices to SLU should preferably be sent using the Peppol network

SLU's PEPPOL-ID: 0007:2021002817

E-invoice format: PEPPOL BIS Billing ver 3

Please note that from 1st of April 2021 it will no longer be possible to send e-invoices in the format Svefaktura 1.0 through the PEPPOL network.

E-invoices via other channels

If you cannot use the PEPPOL network, you may still invoice SLU with e-invoice. There are two options:

1. **Send e-invoices in the format Svefaktura 1.0 via operators.** This option is for you who already send e-invoices.

SLU's operator: Visma Proceedo

E-invoice format: Svefaktura 1.0

Please note that the Svefaktura 1.0 format will no longer be a recommended format by SFTI from 1st of april 2021.

SLU's parts ID/EDI-addresses (use one of these):

- a) Organisation id: 2021002817
- b) Vat reg no: SE202100281701
- c) GLN: 7340102300008

2. **Register e-invoices manually in the supplier portal *Procedo Supplier Center*.** This option is for you who do not send e-invoices yet, or for some other reason are unable to send e-invoices via the channels above.

If you want to start using the supplier portal, contact us at proceedosupport@slu.se and we will send you an invitation by mail to register for the portal. Once you have registered, you will receive a second mail with login information.

Using the Procedo Supplier Center for web invoices is free of charge for suppliers.

All invoice information transferred via Procedo Supplier Center is encrypted using SSL/HTTPS.

Contact details

If you have any questions, you are welcome to contact us at proceedosupport@slu.se.