

Purchase orders and e-invoicing via Visma Proceedo

Information mailing

Hello!

We would like to inform you that from the 8th of May 2025, Øresundsbro Konsortiet will be using Visma Proceedo to manage e-invoices. To simplify invoicing us, Visma Proceedo has established interconnection agreements with several VAN operators and, if you are able to send e-invoices via the PEPPOL network, we are registered in Visma Proceedo Peppol AP. We would appreciate you switching your billing to use these options as soon as possible.

Options for e-invoicing:

1. Send via the PEPPOL network

PEPPOL is an international e-invoicing standard that offers simple, secure and efficient transmission of invoices. We recommend that you use PEPPOL to send invoices to us. If you are not already using PEPPOL, you can easily connect via a certified PEPPOL access point.

2. Send via an operator with an interconnection agreement

If you prefer to send e-invoices via a VAN operator, you can use one of the operators with whom Visma Proceedo has interconnection agreements. The following operators are connected to our network, which means you can easily send invoices to us via your existing operator:



- InExchange
- Pagero
- Crediflow
- Kofax Invoice Portal
- Visma SPCS
- Swedbank
- Basware
- BGC
- Tietoevry

If you already use one of these operators, please inform your operator that you will now send invoices to us via Visma Proceedo. If you use a different operator, contact your operator and explore the possibility of connecting via PEPPOL or switching to one of the above operators.

Identifiers and important details

To ensure that your invoices can be sent to us correctly, please use the following identifiers, depending on your choice of e-invoice format:

Organisation number CVR no. 24246787 / org no. 9460013387

GLN (Global Location Number): 7350173090005

Peppol ID: 0007:9460013387

Invoice format and validation

Visma Proceedo supports two main invoice formats, depending on how you choose to send the e-invoice:

Svefaktura 1.0

Format: This format is used in interconnection with the above mentioned operators and is validated by Visma Proceedo.

Identifiers: The invoice must contain a valid organisation number and GLN for correct routing.



Content: Mandatory fields such as invoice references, organisation number and invoice date must be included. Visma Proceedo validates that the invoice follows the Svefaktura 1.0 standard.

Validation error: If the format does not comply with Svefaktura 1.0 standards, an error message is sent back to the sender either inline or via email.

Peppol BIS Billing 3

Format: Peppol BIS Billing 3 is used for e-invoicing via the PEPPOL network and ensures international compatibility. This format is also used in interconnection with operators.

Identifiers: The invoice must contain a valid Peppol ID in order to be sent correctly. Visma Proceedo validates that all required fields are included according to the PEPPOL standard.

Validation error: In case of format errors, an error message is sent back either to you as the supplier or via the operator, and you are asked to correct and resend the invoice.

Key references for accurate e-invoicing

Key references for accurate e-invoicing

In order for us to process your invoices correctly, it is essential that you provide specific references, depending on the invoice format you use. Here is an overview of the mandatory references and their respective position in different invoice formats.

PEPPOL BIS Billing 3.0

Order number (at main level) cac:OrderReference/cbc:ID

Subscription number

<cac:AdditionalDocumentReference>

<cbc:ID>subscription number</cbc:ID>



<cbc:DocumentTypeCode>130</cbc:DocumentTypeCode>

</cac:AdditionalDocumentReference>

Name reference

cbc:BuyerReference

reference 2 (taken in the order below)

cac:AccountingCustomerParty/cac:Party/cac:Contact/cbc:Name

cac:AccountingCustomerParty/cac:Party/cac:Contact/cbc:ID

Contract reference

cac:ContractDocumentReference/cbc:ID

SVEFAKTURA 1.0

Order number (available at line level)

<cac:OrderLineReference>

<cac:BuyersLineID>1</cac:BuyersLineID>

<cac:OrderReference>

<cac:BuyersID>order no</cac:BuyersID>

</cac:OrderReference>

Name reference (at the bottom of the invoice)

<RequisitionistDocumentReference>

<cac:ID> Anders Andersson </cac:ID>

</RequisitionistDocumentReference>

Subscription number (found under <Invoice>, before <cac:BuyerParty>)

<AdditionalDocumentReference>

<cac:ID identificationSchemeAgencyName="SFTI"</pre>

identificationSchemeID="ACD">Subscription number</cac:ID>

</AdditionalDocumentReference>



Contract reference

AdditionalDocumentReference/cac:ID[@identificationSchemeID='CT'

Steps to follow - e-invoicing

- Select the connection method: Decide whether you want to send invoices via PEPPOL or through an interconnected operator.
- 2. Contact your operator: Make sure your operator supports the chosen method and can send invoices to Visma Proceedo.
- Enter the identifier: Make sure the correct Peppol ID, GLN, or other identifiers specified above is entered.
- 4. Test and verify: If you wish, you can send a test invoice to ensure that everything works as expected.

Purchase order

In connection with the introduction of e-invoicing, there is also a requirement for all invoices to be preceded by a purchase order and to have a unique purchase order (PO) number. Invoices must contain this order number for proper traceability. Øresundsbro Konsortiet therefore needs to know your e-mail address to receive orders in connection with purchases. Please respond to the undersigned with your current e-mail address for this.

Steps to follow - e-invoicing

 Respond to <u>gup@oresundsbron.com</u> with information about your current email address for receiving orders.

Support and questions

If you have any questions, please contact the following:

Monika Iwan - Financial controller purchasing and invoice management - moi@ore-sundsbron.com



 $Gust af \ Persson - Purchasing \ Coordinator - \underline{gup@oresundsbron.com}$

If you need help connecting to PEPPOL or an interconnection operator, please contact your operator's support team.

We look forward to continuing our close cooperation and simplifying the invoicing process with you.