

Version July 2020

Invoice example ** please check the all invoice demands on page 2*

Supplier AB		Invoice number:*	
		Invoice date:*	
		Day of payment:*	
<u>Lantmännen legal name:</u>		Delivery address:	
Invoice address:		Postal code:	
Postal code:		Town:	
Town:			
Your Reference:		LantID, name-and surname on the person that have bought the service/product or company unique code.	
Your Order number:		The purchase order number have 7 numbers and if it's indirect materials (bought via Palette Buyer) then it should be PAL and 7 numbers. E.g. PAL1234567.	
<u>Purchase specification:</u>		Quantity	Price
			Currency
Only <u>one</u> purchase order per invoice!			
Use correct company name within Lantmännen and the correct invoice address. There is separate information about the invoice addresses to the Lantmännen company you should send invoice to.			
Ex Lantmännen xxxxx FE xxxx Scancloud 831 90 Östersund			
Always refer to a purchase order number in all communication around invoices and deliveries with Lantmännen, e.g. confirmations, delivery note, invoices and credit note.			
		Net amount:*	
VATcodes:		VAT:*	
Payment terms:		Gross amount:*	
<u>Supplier information</u>			
Supplier name:*			
Address:			
Postal code:			
Town:			
E-mail address:			
BG/IBAN number:			
Organizations- / VAT-number:			
Clear currency information:			

English version – suggestion CTL

Other invoice requirements on the basis of accounting and taxes

1. A serial number that uniquely identifies the invoice
2. An invoice date
3. The seller's organization number at national transactions and the seller's VAT number for EU transactions
4. Buyer's VAT number if it is the buyer who must report the VAT/taxes (e.g. EU acquisitions)
5. The buyer's and seller's full name and address
6. Nature and quantity of supplied goods or services
7. Date of which goods or services was supplied
8. Amount to pay, excluding VAT per rate
9. Any discounts, excluding VAT
10. Swedish companies should have information about F-tax information on the invoice
11. The applicable VAT rates
12. Tax amount to pay
13. If VAT is not applicable (due to EU sales, export or exceptions) it must state why, either through the description of sequence of events, or by reference to the legislative text
14. If it is the customer that will report VAT, the words "reverse charge" must be included on the invoice
15. If there is a credit note there must be a reference to the original invoice
16. In the case of a 'profit margin taxation' for travel agents this must be stated in the invoice
17. In the case of a 'self-billing' this must be stated in the invoice
18. Only enclose any specifications to the invoice in the mailing, nothing else
19. **Reference must always be specified when ordering; this reference should be included in the invoice. General reference requirements according to below priority order, unless otherwise agreed:**
 1. Order number + name and surname of the customer. Is there only one field on the invoice, enter the order number in the field shown in page 1
 2. Reference person: LantID or first and last name, in the field shown in page 1
 3. Cost Center or Result Unit, in the field shown in page 1