Important information to suppliers to Rexel Sverige AB

Rexel will change e-invoice operator from 2020-09-01

Important information to our suppliers about **changes regarding e-invoices to Rexel Sverige AB**.

Rexel will transit to receiving e-invoices via Peppol & Samtrafik via the operator Logiq AS.

This information is aimed for the person responsible for invoices to **Rexel Sverige AB, organization number 556062-0220**.

If you are not the right person to receive this information, please forward the information to your finance department or accounts receivables department.

In cooperation with

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In order to achieve an efficient and secure handling of supplier invoices Rexel has the ambition to handle all incoming supplier invoices electronically. Our biggest part of incoming invoices today is consisting of so-called e-invoices, or electronical invoices.

In order to send invoices electronically you need to have an agreement with an e-invoicing operator. You, who have not already implemented electronical invoicing, are welcome to contact Logiq AS so that they can assist you in finding a solution. Logiq AS can be contacted via e-mail address: servicedesk@logiq.se.

For those of you who already send us e-invoices, the transition is going to require the following steps on your behalf:

STEP 1
Inform your e-invoice operator (VAN-supplier)
Secure that your operator has an inter-connection agreement with Logiq AS, and/or is approved as an access point to the PEPPOL-network. Inform your operator that you will start sending e-invoices to Rexel Sverige AB via Logiq AS and send this document to your operator, in which the information of all the e-invoice addresses of Rexel are included.

STEP 2
Create a first e-invoice
Create the invoice in accordance with the below described format and content (page 4 och 5). For Rexel Sverige AB to be able to receive and handle the invoice it is important for you to send and fill in all the necessary fields in your electronical invoices.

STEP 3
Send the e-invoice
Send an e-invoice to your e-invoice operator. Ask your e-invoice operator to forward the invoice to Rexel Sverige AB via LOGIQ. Inform Rexel Sverige AB by an e-mail sent to the address einvoice@rexel.se that you have sent the first e-invoice and with what invoice number. Please state also the e-mail address to the contact person within your company for future dialogue about e-invoicing.

STEP 4
Receive feedback from Rexel
Rexel Sverige AB will check the e-invoice. If adjustments are needed, steps 2 and 3 will be repeated, if no adjustments are needed Rexel will give OK for continued sending of e-invoices.

STEP 5
Start sending e-invoices
When you have received OK from Rexel Sverige AB einvoice@rexel.se you can continue to send invoices to Rexel electronically.

Please note

If your e-invoice operator is not offering automatic look-up in the Peppol address register, a manual connection needs to be created in your operator's portal. If so, contact your operator for further information.

Standard requirements for format and communcation

- E-invoice shall be sent in format BIS 3.0 via Peppol
- E-invoice shall be sent via inter-connection traffic/other operators in accordance with existing inter-connection traffic format or in the format Svefaktura 1.0

Peppol BIS 3.0
https://docs.peppol.eu/poacc/billing/3.0/

Svefaktura 1.0
http://www.sfti.se/standarder/peppolbisochsvehandel/svefaktura10.4411.html

Address for e-invoice, electronical invoice

Peppol
Rexel Sverige AB, organization number 556062-0220.
Peppol identifier: 0088:7381010030007
Peppol identifier: 0007:5560620220

Inter-connection traffic
The operator is Logiq
Rexel's organization number 5560620220.
GLN address is 7381010030007

Alternative
Rexel Sverige AB, address GLN 7381010030007
(Peppol id 0088:7381010030007)

Rexel organization number address 556062-0220
(Peppol id 0007:5560620220)

Rexel's requirements on content/data on invoice

In order for the e-invoice to be handled automatically and electronically it is important that you, except for the already stated standard requirements on format and communication addresses, also follow the below requirements regarding invoice content/data, and that you, via your e-invoice operator, put the right information/data in the right data field.

Table specifying specific requirements on invoice content

		Peppol	Description
Rexel's purchase order number	/Invoice/AdditionalDocumentReference/	/Invoice/OrderReference/ID	Purchase order number for invoicing goods: normally 7 digits, 10 digits if with a 3-digits prefix
Rexel cost center	RequisitionistDocumentREference/ID[1]	/Invoice/AccountingCost	5 digits cost center for expenses
Purchaser's name or project number	RequisitionistDocumentReference/ID[2]	Invoice/ProjectReference/ID	Purchaser's name. Project number if stated by purchaser
Buyer's (Rexel's) article number	Invoice/InvoiceLine/Item/ByersItemIdentification	/Invoice/InvoiceLine/Item/ByersItemIdentification/ID	Rexel E-number, see additional information below
Seller's article number	Invoice/InvoiceLine/Item/SellersItemIdentification	/Invoice/InvoiceLine/Item/SellersItemIdentification/ID	If Rexel's E-number is missing, then seller's article number should be included in seller's article number data field
Special charges or fees	Invoice/InvoiceLine/Item/ByersItemIdentification	/Invoice/InvoiceLine/Item/ByersItemIdentification/ID	See additional information below
Supplier's account number	Invoice/PaymentMeans/PayeeFinancialAccount/ID	/Invoice/PaymentMeans/PayeeFinancialAccount/ID	Payment means shall be stated on both invoices and credit notes
Supplier's IBAN	Invoice/PaymentMeans/PayeeFinancialAccount/ID	/Invoice/PaymentMeans/PayeeFinancialAccount/ID	

Information to your operator

If an attachment is sent, it should be included in the invoicing file in the element AdditionalDocumentReference.
All attachments shall be in PDF format.

Additional information regarding invoice content requirements on e-invoices to Rexel

Purchase order number for invoicing of goods

Purchase order number is imperative for Rexel's automatic invoice handling to work, and it should always consist of 7 digits, or 10 digits if a 3-number prefix is used. Make sure, when in contact with Rexel, that the purchase order number on the invoice is correct on the e-invoice. Please make sure that the purchase order number reference is also correct for credit notes. If there is a RD number (return directly) connected to the credit invoice it is also possible to put this as data as a purchase order number (i.e. RD12345678). If you are lacking information about purchase order number, please ask your contact person within Rexel or turn to einvoice@rexel.se

Cost center for expense invoices

Cost center information shall always consist of 5 digits. Make sure, in the contact with Rexel, that you put the right cost center number on the expense invoices sent to Rexel. If cost center information from Rexel is missing, contact your Rexel contact person or send an e-mail to einvoice@rexel.se

Product number / Article number / E-number

Rexel's article number (product number, also frequently called E-number) is very important for the invoice to become handled and matched automatically against rows on the purchase order. The buyer's (Rexel's) article number is the standard denomination that according to the branch industry organization SEG (Sveriges Elgrossister = Swedish Electrical Wholesalers Organization) is available for standard articles. The article number should always consist of 7 numeric numbers (i.e. 1234567). If it is not a standard article Rexel will use a fictitious E-number with 8 digits, ending with 9999 (i.e.12349999). If you do not have an E-number according to the SEG standard, use your own article/products number in the data field for supplier article number, se table above for content requirements.

Special charges or fees

Rexel has through handling of different types of special charges or fees and these are therefore handled on invoice row level, in the same way as normal article or product lines/rows. It is therefore very important that charges are included on the invoices so that they can be read correctly by our system. Examples are charges for freight, packaging, environmental charges and order charges. The charges shall be stated on the invoice with the right denomination on row/line level on the invoice and shall be denominated with "Freight", "Packaging", Environmental fee" and "Order fee" on row level in "Buyer Item Identification".

No summarized/gathered invoices

Rexel does not allow summarized/gathered invoices, relating to more than one purchase order, because it minimizes the possibility for automatic purchase order matching. We cannot handle invoices that include more than one purchase order number; therefore, we want and only allow one invoice per purchase order.

Contact us in case of questions

We wish a continued well-working cooperation regarding e-invoices sent to Rexel. Please contact einvoice@rexel.se if you should have any questions regarding this information. If you lack information about a cost center or a purchase order number contact your Rexel contact person or send an e-mail to einvoice@rexel.se

You can also turn to **Logiq** for **technical questions** regarding the setup.

LOGIQ
Information in control

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