



Informasjon til deg som leverandør til *Staples Solutions Norway AS*

Overgang til e-fakturering via Peppol for leverandører til *Staples Solutions Norway AS*

Med dette brev vil vi informere om at vi nå har mulighet til å ta imot elektroniske fakturaer via Peppol.

For spesifikasjoner, detaljer og krav til oppsett av e-faktura vises det til punktet «General Requirements» på neste side i dette brevet.

For å sende elektroniske fakturaer trenger man å ha avtale med en e-faktura operatør. Om dere ikke har en avtale i dag ta gjerne kontakt med Logiq for å finne en løsning.

Vi ønsker først og fremst å motta e-faktura, men vi kan fortsatt ta imot fakturaer i PDF format. Om dere ikke har mulighet til å sende e-faktura kan PDF faktura sendes til invoiceNO@staples-solutions.com

Information for you as a supplier to *Staples Solutions Norway AS*

Transition to e-invoicing via Peppol for suppliers to *Staples Solutions Norway AS*

With this letter we want to inform that Staples Solutions Norway AS now are able to receive and process electronic invoices via Peppol.

To send electronic invoices, you need to have an agreement with an e-invoice operator. If you do not currently have a solution for sending e-invoices, you can contact Logiq for assistance.

We primarily want e-invoices, but we will still accept invoices in PDF format. In cases where you can't send an e-invoice, the PDF invoice should be sent to invoiceNO@staples-solutions.com



General requirements

For us to process your e-invoice we need you to fulfil the following requirements:

- Purchase Order number (10 digits) must be stated on all invoices based on purchase orders.
- Invoices without a PO number must contain a Staples reference. First and last name.
- Contract number must be empty unless otherwise agreed with Staples.
- Compliance with the standard field structure

Field description	Section in BIS 3.0 (Peppol)
Purchase order reference	Invoice/OrderReference/ID
Buyers reference (Staples contact)	/Invoice/ cbc:BuyerReference
Contract number (only applicable in specific cases)	Invoice/ContractDocumentReference/ID



Formats: E-invoicing via the Peppol network & EDI-operator

Staples is connected to Peppol and would like you to primarily send your invoices that way. E-invoices should, if possible, be sent in the following format: BIS 3.0 on Peppol: <https://docs.peppol.eu/poacc/billing/3.0/>

Invoices can also be sent through interconnect between different EDI-operators by agreed common formats.

Any attachment must be sent in PDF- format.

Address - Staples Norway AS

Peppol: 0192: 916950381

Inteconnect: 916950381

Contact us if you have any questions:

Accounts Payable Team

APNorway@staples-solutions.com

+47 22329530

For further information on getting started with e-invoices:

servicedesk@logiq.no