



**Information till dig som leverantör till  
*Staples Sweden AB***

**Information om övergång till e-fakturering via Peppol & Samtrafik  
för leverantörer till *Staples Sweden AB***

Med detta brev vill vi informera om att vi nu har möjlighet att ta emot elektroniska fakturor via Peppol & Samtrafik.

För att skicka elektroniska fakturor behöver Ni ha avtal med en e-fakturaoperatör. Om Ni för närvarande inte har möjlighet att skicka e-fakturor kontakta gärna Logiq för att hitta en lösning.

**I första hand** önskar vi e-faktura men vi kan fortfarande ta emot fakturor i PDF-format. I de fall Ni inte kan skicka e-faktura ska PDF-fakturan skickas till [InvoiceSE@staples-solutions.com](mailto:InvoiceSE@staples-solutions.com)

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**Information for you as a supplier to  
*Staples Sweden AB***

**Information regarding transition to e-invoicing via Peppol and  
Interconnect for suppliers to Staples Sweden AB**

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

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 [InvoiceSE@staples-solutions.com](mailto:InvoiceSE@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)	Section in SVEFAK
<b>Purchase order reference</b>	Invoice/ OrderReference/ID	AdditionalDocumentReference /cac:ID / @identificationSchemeID="OR DER"
<b>Buyers reference (Staples contact)</b>	/Invoice/ cbc:BuyerReference	/Invoice/ BuyerParty/ Party/Contact/ Name
<b>Contract number (only applicable in specific cases)</b>	Invoice/ ContractDocumentReference / ID	/Invoice/ AdditionalDocumentReference / cac:ID/ @identificationSchemeID="CT"



## **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 either by agreed common formats or the Svefaktura 1.0 format:  
<http://www.sfti.se/standarder/peppolbisochsvehandel/svefaktura10.4411.html>

Any attachment must be sent in PDF- format.

## **Address - Staples Sweden AB**

**Peppol:** 0007:5560913591

**Samtrafik / Interconnect:** 5560913591

### **Contact us if you have any questions:**

Accounts Payable Team  
[invoice.boras@staples-solutions.com](mailto:invoice.boras@staples-solutions.com)  
+46 33 171623

### **For further information on getting started with e-invoices:**

[servicedesk@logiq.se](mailto:servicedesk@logiq.se)