



Information till dig som leverantör till Balco AB

Information om övergång till e-fakturering via Peppol & Samtrafik

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 (se kontaktuppgifter i slutet av brevet).

I första hand önskar vi e-fakturor men vi kan fortfarande ta emot fakturor i PDF-format. I de fall Ni inte kan skicka e-faktura ska PDF-fakturan skickas till faktura@balco.se

Generella instruktioner

För att fakturan ska kunna tolkas korrekt är det viktigt att fakturorna innehåller korrekta referenser. Nedan följer en översikt som visar vilka referenser som krävs för olika typer av fakturor. Om du är osäker på hur du placerar dessa referenser i själva EDI-filen kan du se avsnittet "Technical requirements" på nästa sida.

Fakturor:

- Måste ha en Balco referens, för- och efternamn, skrivet som Köparens referens (Buyers reference).
- Om det gäller projektfakturor, ange gärna projektnummer (Project number) bestående av 5-6 siffror.

Fakturor gällande inköpsorder:

- Inköpsordernummer (Purchase order number) måste anges på alla inköpsorderfakturor. Det finns två olika typer av inköpsordernummer:
 - 7 siffror, till exempel 2000001
 - MF-6 siffror, till exempel MF-288794



Information for you as a supplier to Balco AB

Information regarding transition to e-invoicing via Peppol and Interconnect

With this letter we want to inform that Balco 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 don't currently have a solution for sending e-invoices, you can contact Logiq for assistance (please see contact information at the end of this letter).

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 faktura@balco.se

General requirements

In order for the invoice to be interpreted correctly, it's important that the invoices contain correct references. Below is an overview that shows which references are required for different types of invoices. If you are unsure how to place these references in the EDI file itself, see the "Technical requirements" section on the next page.

Invoices:

- Must contain a Balco reference, first and last name, written as Buyers reference.
- If project invoice, please state project number that contains 5-6 digits.

Purchase order invoices:

- Purchase order number must be stated on all invoices based on a purchase orders. There are two kind of purchase order numbers:
 - 7 digits, for example 2000001
 - MF-6 digits, for example MF-288794



Technical requirements

Description of which elements the different references should be placed in:

Field description	Section in BIS 3.0 (Peppol)	Section in SVEFAK
Buyers reference (Balcos contact)	Invoice/ cbc:BuyerReference	/Invoice/ BuyerParty/ Party/Contact/ Name
Project number	Invoice/ ProjectReference/ ID	Invoice/ RequisitionistDocumentReference/ ID
Purchase order number	/Invoice/ OrderReference/ID	AdditionalDocumentReference/cac:ID / @identificationSchemeID="ORDER"

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

- Balco 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/>
- Any attachment must be sent in PDF format.

Address – Balco AB:

Peppol: 0007:5562994482

Samtrafik: 5562994482

For more information from Balco AB:

Mail: ingela.ericsson@balco.se

For further information on getting started with e-invoices:

Mail: servicedesk@logiq.se