



# LYKO

## Information for suppliers

### **LYKO AS** TRANSITION TO E-INVOICING

Date: 2022-09-14

#### Information regarding transition to e-invoicing via Peppol and Interconnect for suppliers to Lyko AS

For a faster, more efficient, and more secure handling of invoices, we have decided to transfer our management of supplier invoices to electronic handling.

In order to send electronic invoices, you must have an agreement with an e-invoice operator. If you do not currently have the capability to send e-invoices, please feel free to contact Logiq and they will help you find a solution.

STEP 1	STEP 2
Inform your e-invoice operator (VAN supplier) that you wish to send e-invoices to Lyko AS.	Start sending e-invoices according to the content requirements described below. Check if necessary that your first invoice run was received by us.

#### General requirements:

In order for us to process your e-invoice, one of the requirements below must be met.

#### An Order based invoice must contain our order number:

- Order number: 6 digits (numerical characters)

#### In absence of order number above, information on reference must be available:

- References where the name of the person is stated with first and last name.
- When invoicing to a store, the store number and the store's name must be stated.



## **E-invoicing via the Peppol network or EDI-operator**

- Lyko AS is connected to Peppol and would like you to primarily send your invoices that way.
- Any attachment must be sent in PDF- format.

### **Addressing Norway:**

**Lyko AS, organization number:** 995398214

**Peppol identifier:** 0192:995398214

**Interconnect;** Operator is Logiq, address directed to: 995398214

If you do not have the opportunity to send e-invoices, PDF will be received via [no.invoices@lyko.com](mailto:no.invoices@lyko.com). Our postal address is Birger Jarlsgatan 37b 4 tr, 111 45 Stockholm, SWEDEN

### **Contact us for further information on questions and more information:**

*For questions to Lyko AS contact:*

**Mail:** [edi@lyko.com](mailto:edi@lyko.com)

If you do not have a current EDI- operator and want to get in touch with Logiq sales department, contact us:

**Web:** <https://www.logiq.se/kontakta-oss/salg/>

**E-mail:** [servicedesk@logiq.se](mailto:servicedesk@logiq.se)