

# How to send e-invoices to Hasselfors Garden AB

Dear Supplier,

Hasselfors Garden AB is moving to electronic invoicing. Hasselfors Garden AB is committed to improve purchase to payment cycle and process efficiency. Systematic switching to electronic invoicing has now started. E-invoicing will gradually be taken as the only invoicing option. This document contains a step-by-step guide on how to get started.

To send e-invoices you need to have an agreement with a service providing partner. Your partner can be Basware or a partner that is already connected to our network. If you are currently unable to send e-invoices and/or you are not connected to an e-invoicing service provider, Basware is happy to provide assistance. Hasselfors Garden AB has chosen to cooperate with Basware for electronic invoicing, and your company is welcome to contact them to learn more about their offering.

### **STEP 1. Contact your e-invoicing service provider**

If you are already cooperating with an e-invoicing service provider (operator), please contact the service provider and ask them to ensure that they are connected to Basware. Forward this document to your service provider. It contains all information needed.

### **STEP 2. Create an invoice**

Generate an invoice according to the content requirements listed in this document. In order for Hasselfors Garden AB to be able to automate their invoice handling, it is important that you include on your invoice all fields that have been marked as mandatory.

### **STEP 3. Submit the invoice**

Send the invoice to your e-invoicing service provider, and ask them to forward it to Hasselfors Garden AB through Basware. Also send an e-mail to [levfakturor@hasselforsgarden.se](mailto:levfakturor@hasselforsgarden.se) notifying that you have sent a first e-invoice.

### **STEP 4. Receive feedback from Hasselfors Garden AB**

Hasselfors Garden AB will examine the invoice and may ask you to modify the invoice and repeat steps 2 and 3, or immediately give their acceptance for you to start sending e-invoices.

### **STEP 5. Start sending e-invoices**

Once you have received acceptance by Hasselfors Garden AB, you can continue with sending e-invoices to Hasselfors Garden AB.

If you or your service provider needs help during this process, do not hesitate to contact Basware – they will make their best to help you!

Best regards,

**Hasselfors Garden AB**

## Content requirements

### A. General information

#### 1. Invoice types

All invoice types need to be Hasselfors Garden AB supported invoice types. Note that some invoice types might require additional content information.

#### 2. Single invoices or collective invoices

We prefer all invoices to be sent as single invoices. This ensures increased automatic invoice handling, automated processes and allows us to settle your invoices promptly.

#### 3. Format

Approved format is described in the cooperation agreement between Basware and your e-invoicing service provider. Usually it is the same format that your e-invoicing service operator has.

#### 4. Enclosed invoice images

All enclosed invoice images must come in the form of either a PDF-file or a TIFF-file. If no invoice image is enclosed, a standardized invoice image will be generated by Basware. This generated image might not include all the information you would like to share with us or is required by us. Therefore it is strongly recommended to include a PDF/TIFF-copy of your own to be presented to us.

#### 5. Enclosed attachments

In addition to the requirements presented in this document some suppliers might be required to enclose additional information. Preferred format is TIFF, PDF and HTML.

### B. E-invoice address

Include the correct e-invoice address in the data file and/or on the invoice. Address is needed for correct delivery of the e-invoice to Hasselfors Garden AB. Invoices with wrong address will not be sent to Hasselfors Garden AB.

Company name	VAT-ID	E-invoice address/GLN
HASSELFORS GARDEN AB	SE556665182301	SE5566651823

### Service Provider Details

All e-invoices sent to Hasselfors Garden AB should go through our service provider. We have chosen Basware to be our partner. Basware provides the Business Commerce Network for delivering electronic invoice messages to us.

Service provider	Service provider ID / Operator ID	Contact and Support
Basware Corporation	<b>BAWCFI22</b>	<a href="http://www.basware.com/Contact_Us/Pages/Support.aspx">http://www.basware.com/Contact_Us/Pages/Support.aspx</a>

### C. Invoice Content

You find information about invoice content requirements in attachment 1. Most of it is required by law, while the other fields are important for us to enable automatic invoice handling and automated processes. If your invoice already have all the mentioned information included, you are ready to send us e-invoices.

**NOTE:** Invoices that does not meet the requirements will be rejected by Hasselfors Garden AB.

### D. Additional information – please note the following

1. We use REFERENCE name to automate invoice processing (ex "Anna Andersson"). Therefore it is important that you state the name given by us on the invoice. Make sure to include the reference in the identical form given to you in the fields. Hasselfors Garden AB also uses Purchase order number, If you have been given a Purchase order number, please include the number on the invoice. Do not add nor take away anything from the number or name.
2. Hasselfors Garden AB uses contract number to do automatic matching. Please contact your contact person at Hasselfors Garden AB to verify you are using the right contract number.
3. If given to you, also use cost center.

### E. Contact details

<b>Hasselfors Garden AB</b>	Economy department	+46 (0)19-761 42 99	levfakturor@hasselforsgarden.se
<b>Basware AB</b>	Supplier support	+46 (0)8-50 57 44 44	activation.services@basware.com

**Attachment 1 Invoice Content**

Type of information	Description	Man	Sveinvoice mapping
Supplier's e-invoicing address	Ex. GLN kod	Yes	Invoice/SellerParty/Party/PartyIdentification/ID[@identificationSchemeAgencyID='9']
Supplier's name	The official name	Yes	SellerParty/Party/PartyName/Name
Supplier's PO box		Yes	SellerParty/Party/Address/Postbox
Supplier's street address	If no PO box, include street address		SellerParty/Party/Address/StreetName
Suppliers ZIP code		Yes	SellerParty/Party/Address/PostalZone
Supplier's city		Yes	SellerParty/Party/Address/CityName
Supplier's VAT ID		Yes	SellerParty/Party/PartyTaxScheme/CompanyID
Supplier's bank account/IBAN number	*For supplier's sending invoices from non-Swedish VAT-numbers	Yes*	Invoice/PaymentMeans/PayeeFinancialAccount/ID
Supplier's bank name and SWIFT/BIC code	*For supplier's sending invoices from non-Swedish VAT-numbers	Yes*	/Invoice/PaymentMeans/PayeeFinancialAccount/FinancialInstitutionBranch/FinancialInstitution/ID
E-invoicing address to Hasselfors Garden AB	SE5566651823	Yes	Invoice/BuyerParty/Party/PartyIdentification/ID[@identificationSchemeAgencyID='9']
Hasselfors Garden AB's name	It must be clearly stated, which company invoice is addressed to.	Yes	BuyerParty/Party/PartyName/Name
Invoice number		Yes	/Invoice/ID
Invoice date		Yes	/Invoice/IssueDate
Due payment date		Yes	/Invoice/PaymentMeans/DuePaymentDate
Invoice gross amount		Yes	/Invoice/LegalTotal/TaxInclusiveTotalAmount
Invoice net amount		Yes	/Invoice/LegalTotal/TaxExclusiveTotalAmount
VAT amount	Exceptions to the reverse charge and VAT-free sales and foreign trade.	Yes	/Invoice/TaxTotal/TotalTaxAmount
Currency	Currency (code) need to be stated clearly with three signs (e.g.EUR)	Yes	/Invoice/InvoiceCurrencyCode
OCR-nr	*Mandatory when used	Yes*	/Invoice/PayeeFinancialAccount/PaymentInstructionID
Reference	See D.1	Yes	RequisitionistDocumentReference/ID
Contract number	See D.2		/Invoice/AdditionalDocumentReference/cac:ID[@identificationSchemeID='CT']
Purchase order number	*Purchase order number if given	Yes*	/Invoice/AdditionalDocumentReference/cac:ID[@identificationSchemeID='ORDER']