

## Vattenfall standard invoice requirements

Below listed invoice requirements are applicable for all core countries of Vattenfall. Please read explanations carefully.

Invoice format requirements		
Vattenfall invoice addresses		
Nordic (SE, NO, UK, FI, DK)	Netherlands	Germany
Vattenfall Entity Name Company Code VF Ref. Person 169 95 Solna Sweden	Vattenfall Entity Name Company Code Attn. Accounts Payable VF Ref. Person Hoekenrode 8 1102 BR Amsterdam	Vattenfall Entity Name Company Code VF Ref. Person Postfach 11 02 45 10832 Berlin Deutschland
Possible invoice channels: <ul style="list-style-type: none"> <li>E-Invoicing via Basware*</li> <li>Paper invoices</li> </ul>	Possible invoice channels: <ul style="list-style-type: none"> <li>PDF-invoices**</li> <li>Paper invoices</li> </ul>	Possible invoice channels: <ul style="list-style-type: none"> <li>E-Invoicing via Basware*</li> <li>E-Invoicing <u>ZUGFeRD</u> or <u>XRechnung</u>***</li> <li>PDF-invoices****</li> <li>Paper invoices</li> </ul>

- \* Contact [e-invoicing@vattenfall.com](mailto:e-invoicing@vattenfall.com) in case of questions.
- \*\* Central mailbox will be provided by your Vattenfall reference person.
- \*\*\* Contact [servicedesk.fp.de@vattenfall.com](mailto:servicedesk.fp.de@vattenfall.com) in case of questions.
- \*\*\*\* PDF invoices will only be allowed, if you are registered to send PDF invoices – please contact [servicedesk.fp.de@vattenfall.com](mailto:servicedesk.fp.de@vattenfall.com) for registration.

Note: Reminders or other requests should be send to [servicedesk.fp.de@vattenfall.com](mailto:servicedesk.fp.de@vattenfall.com).

### Invoice data and requirements

Invoices need to contain the listed contents from invoice data below. Missing information can lead to the rejection of your invoice.

	Invoice data	Explanation
1	Full name and full legal address of the contractor of the services/goods	
2	Full name and full legal address of the receiving Vattenfall entity of the services/goods	Please see Vattenfall invoice addresses at the top
3	VAT number of contractor	

<b>4</b>	VAT number of the client	
<b>5</b>	Chamber of Commerce incl. registration number /trade register number	Only mandatory for NL and DE
<b>6</b>	Corporate identity number and seat of the board	Only mandatory for SE
<b>7</b>	Name of the document	Invoice, credit note or other title
<b>8</b>	Invoice number	Needs to be unique
<b>9</b>	Invoice date	
<b>10</b>	Delivery/service date	
<b>11</b>	Description/nature of the goods or services	
<b>12</b>	Quantity	
<b>13</b>	Unit of measure	
<b>14</b>	Invoice net, gross and VAT amount including VAT rate	VAT rate and amounts on line item level, if several line items are invoiced. If no VAT is charged, certain reference is mandatory
<b>15</b>	Currency	
<b>16</b>	Currency rate	If applicable If an invoice is issued in a foreign currency with local VAT, the currency rate is mandatory

	Invoice data	Explanation
17	Bank account or IBAN of the contractor	
18	In case of invoice corrections, credit notes: Reference to original invoice	
19	Vattenfall company code/ reporting unit number	4 digit number or letter code, Please see Vattenfall invoice addresses at the top
20	Vattenfall Purchase order number	Only one purchase order number per invoice allowed
21	In case you have not received a Purchase order number from Vattenfall:  Vattenfall reference person including first name, last name <u>and</u> Vattenfall e-Mail address	
22	HS-Code (8-digit commodity code), member state of dispatch, region of destination (state), country of origin, mode of transport, net mass in kg, quantity, additional units of measurement (for external trade statistics)	Valid for supplies of material; for intra-Community supplies of goods
23	Documentary proof documents	If agreed in the contract, e.g. acceptance report, hours list etc.
24	<b>Sweden:</b> In case of construction services, specific text reference for this type of reverse charge is mandatory (“Omvänd skattskyldighet”)	
25	<b>Netherlands:</b> In case G-Account payments are needed, this needs to be mentioned on the invoice including G-Account number.	

**Explanation:**

Legal invoice requirements, mandatory information
Vattenfall invoice requirements, mandatory information
Vattenfall regional requirements, mandatory information

Unless otherwise agreed in the relevant contract, the client is entitled to reject the invoice, if incompleteness or incorrectness of an invoice causes significant problems in assigning and/or checking the invoice.

The client assumes that the expediting date of the invoice is equal to the invoice date.

Collective invoices (invoices with multiple Purchase order numbers) will not be accepted.

Questions regarding submitted invoices can be asked at Vattenfall Finance & Procurement Service Desk (hereinafter “Accounting department”):

**Nordics (SE, NO, UK, FI, DK):**  
[servicedesk.fp.nordics@vattenfall.com](mailto:servicedesk.fp.nordics@vattenfall.com)  
 +46 8 739 7300

**Germany:**  
[servicedesk.fp.de@vattenfall.com](mailto:servicedesk.fp.de@vattenfall.com)  
 +49 211 5615 0139

**Netherlands:**  
[servicedesk.fp.nl@vattenfall.com](mailto:servicedesk.fp.nl@vattenfall.com)  
 +31 70 700 7372

The service numbers are usually available from Monday to Friday, between 8 am and 5 pm.

The client is entitled at any time to adjust this service, without raising any claims from the supplier side. The Accounting department is only entitled to provide information, not to modify or to give any binding interpretation of contractual arrangements. Therefore, the contractual arrangements take precedence over other utterances of Accounting department personnel in every case.