Vattenfall invoice channels and addresses

Nordics (SE, NO , FI, DK) & UK	Germany	Netherlands
Possible invoice channels: • E-invoicing to GLN/EAN/OVT numbers or through PEPPOL* • E-invoicing via Basware Portal* • PDF submission by e-mail** • Paper invoices	Possible invoice channels: • E-invoicing ZUGFeRD or XRechnung*** • E-invoicing via Basware Portal* • PDF submission by e-mail*** • Paper invoices	Possible invoice channels: • E-invoicing via Basware Portal* • PDF submission by e-mail** • Paper invoices
Vattenfall entity name Company code Vattenfall reference person 169 95 Solna Sweden	Vattenfall entity name Company code Vattenfall reference person Postfach 11 02 45 10832 Berlin Deutschland	Vattenfall entity name Company code Attn: Accounts Payable Vattenfall reference person Hoekenrode 8 1102 BR Amsterdam

* To get started with e-invoices, raise a ticket through My Service Portal (Finance > Invoices to Vattenfall > Electronic invoice) and we will contact you shortly

** PDF by email submitted to invoice@vattenfall.com

*** Submitted to invoice.germany@vattenfall.de and for XRechnung you can find the Leitweg-ID here Peppol Directory - Search

Support

Questions regarding submitted invoices, or other financial queries, are submitted to Vattenfall's Finance Service Desk-team (hereinafter "Accounting department") by raising a ticket in My Service Portal (preferred) or calling below number.

	Nordics & UK	Germany	Netherlands
	My Service Portal	My Service Portal	My Service Portal
	+46 8 739 7300	+49 211 5615 0139	+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.

Invoice data and requirements

Below listed invoice requirements are applicable for all core countries of Vattenfall. Please read explanations carefully. Invoices that do not meet the mandatory requirements listed below are subject to rejection without processing.

	Invoice data	Comment
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

	Invoice data	Comment
3	VAT number of contractor	
4	VAT number of the Vattenfall entity	
5	Chamber of Commerce incl. registration number / trade register number	Only mandatory for NL and DE
6	Corporate identity number and seat of the board	Only mandatory for SE
7	Name of the document	Invoice, VAT credit note, final invoice, advance payment invoice for partial performance*, partial invoice*, partial final invoice* * in the case of partial performance: Agreement on the provision of services in parts, usually construction or planning services
8	Invoice number	Needs to be unique
9	Invoice date	
10	Delivery / service date	In the case of advance payment invoices for partial services and partial invoices, the expected date or calendar month of performance must be stated. If the parties have only agreed on the period or date by which the service is to be performed, this period or the relevant period must be stated in the invoice. If the time of performance has not yet been agreed, it is sufficient for this to be stated on the invoice
11	Description / nature of the goods or services	
12	Quantity	
13	Unit of measure	
14	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
15	Currency	
16	Currency rate	If applicable If an invoice is issued in a foreign currency with local VAT, the currency rate is mandatory
17	Bank account or IBAN of the contractor	
18	In case of invoice corrections, credit notes: Reference to original invoice	

	Invoice data	Comment
19	Vattenfall company code / reporting unit number	4 digit number or letter code, please see Vattenfall invoice addresses at the top
20a	Vattenfall Purchase Order number	Only one Purchase Order number per invoice allowed
20b	In case you have not received a Purchase Order number from Vattenfall: Vattenfall reference person including first name, last name and Vattenfall e-mail address	
21	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
22	Documentary proof documents	If agreed in the contract, e.g. acceptance report, hours list etc.
23	**Sweden**: In case of construction services, specific text reference for this type of reverse charge is mandatory (“Omvänd skattskyldighet”)	
24	**Netherlands**: 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.