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1. Instructions on how invoices should be labelled

Electronic invoices must be sent with the PEPPOL network in the Peppol format. If it's not possible, another option is to send Svefaktura.

It is important that the invoice is marked with references to either the contract/purchase order number or with the customer's LandaID and Work order (AO) in case of a direct order.

A newer contract/purchase order number consists of seven digits and starts at 5*. Previous contracts/purchase order numbers consist of six digits, most of which start at 8* or 9*.

The identity of the client, LandaID, consists of five symbols and AO consists of ten digits.

1.1 Electronic invoice – Peppol BIS Billing 3.0

1.1.1 Contract/purchase order number

In the case of an invoice relating to a contract/purchase order number, the invoice must contain a reference to the order to which the order relates.

Contract/order number must be included in the OrderReference section, in the tag ID and order line number in OrderLineReferene, in the tag LineID.

A new contract/purchase order number consists of seven digits and starts at 5*. Previous contracts/purchase order numbers consist of six digits, most of which start at 8* or 9*.

```
<cac:OrderReference>
            <cbc:ID>5002040</cbc:ID>
</cac:OrderReference>


<cac:OrderLineReference>
            <cbc:LineID>102</cbc:LineID>
</cac:OrderLineReference>
```

Example
If the supplier is to issue an invoice on contract/purchase order 5002040 for "Stainless Nut" on position 1, order line 102 and "Cyklop" on position 4, order line 401, the invoice line in the file must refer to order line numbers 102 and 401.

Position/Item	Rad nr./Row No.	Benämning/Name	Beskrivning/Description	Antal/ Quantity	Enhet/Unit	Á-pris/Unit price	Valuta/ Currency	Totalt/Total
1		**Spare parts**	**Spare parts**					
	101	Bolts	Stainless steel bolt	10	pcs	1,00	USD	$ 10,00
	102	Nuts	Stainless steel nut	10	pcs	1,00	USD	$ 10,00
2		**Diving suit**	**Diving suit**					
	201	Diving suit	Diving suit Black	15	pcs	10,00	USD	$ 150,00
	202	Diving suit	Diving suit Green	10	pcs	10,00	USD	$ 100,00
3		**Flippers**	**Flippers**					
	301	Flippers	Flippers size 7-9	12	pair	5,00	USD	$ 60,00
	302	Flippers	Flippers size 10-12	12	pair	5,00	USD	$ 60,00
4		**Cyclops**	**Cyclops**					
	401	Cyclops	Cyclops	3	pcs	8,00	USD	$ 24,00
Totalt/Total								$ 414,00

An electronic invoice in Peppol can be designed as below:

INVOICE

	Invoice Date	Invoice Number
	2021-06-03	123456789

Currency
USD

Accounting reference
ABC
Buyer reference
XYZ

Customer purchase order
5002040

```
<cbc:AccountingCost>ABC</cbc:AccountingCost>
<cbc:BuyerReference>XYZ</cbc:BuyerReference>
<cac:OrderReference>
 <cbc:ID>5002040</cbc:ID>
</cac:OrderReference>
……

<cac:InvoiceLine>
<cbc:ID>1</cbc:ID>
……
                <cac:OrderLineReference>
                        <cbc:LineID>102</cbc:LineID>
                </cac:OrderLineReference>
……
</cac:InvoiceLine>


<cac:InvoiceLine>
<cbc:ID>2</cbc:ID>
……
                <cac:OrderLineReference>
                        <cbc:LineID>401</cbc:LineID>
                </cac:OrderLineReference>
……
</cac:InvoiceLine>
```

1.1.2 Direct order

In the case of a direct order (not an order against the contract/ purchase order number), the customer's reference, LandaID and the accounting reference, AO, must be specified on the invoice.

LandaID must be listed in BuyerReference and AO must be listed in AccountingCost.

The client's LandaID consists of five symbols and AO consists of ten digits.

<cbc:BuyerReference>**HEBER**</cbc:BuyerReference>
<cbc:AccountingCost>**5002401001**</cbc:AccountingCost>

1.2 Electronic invoice – Svefaktura 1.0
1.2.1 Contract/purchase order number
In the case of an invoice relating to a contract/purchase order number, the invoice must contain a reference to the order to which the order relates.

A contract/purchase order number must be listed in BuyersID.

A newer contract/purchase order number consists of seven digits and starts at 5*.
Previous contract/purchase order numbers are six digits, most of which start at 8* or 9*.

<cac:OrderLineReference>
<cac:OrderReference>
<cac:BuyersID>**5002040**</cac:BuyersID>
</cac:OrderReference>
</cac:OrderLineReference>

1.2.2 Direct order
In the case of a direct order (not an order against the contract/ purchase order number), the customer's reference, LandaID and the accounting reference, AO, must be specified on the invoice.

LandaID must be included in RequisitionistDocumentReference section, in the tag ID and the AO must be listed in Note (if necessary, other information can also be included in the same field).

The client's LandaID consists of five symbols and AO consists of ten digits.

<RequisitionistDocumentReference>
<cac:ID>**H3BER**</cac:ID>
</RequisitionistDocumentReference>

<cbc:Note>**AO 5002401001, invoice refers to……………**</cbc:Note>

1.3 Scanned/PDF invoice

1.3.1 Contract/purchase order number or Direct Order

Note that a scanned/PDF invoice is considered as a paper invoice. If you are a supplier to FMV on a contract that is covered by the legal requirement of electronic invoices, paper invoices are not allowed to be sent.

If there is no intended contract/purchase order number field, the number should instead be entered under Your reference/ Your order no.

A newer contract/purchase order number consists of seven digits and starts at 5*. Previous contracts/purchase order numbers are six digits, most of which start at 8* or 9*.

If the invoice relates to a direct order and the contract number is missing, the FMV customer's LandaID and AO should instead be indicated under the field Your reference/ Your order no. and the client's name in, for example, "Your administrator" field.

The client's LandaID consists of five symbols and AO consists of ten digits.

A PDF invoice must be drawn up as follows:

INVOICE

Försvarets materielverk		Invoice No.	123456
ecit2021000340		Invoice Date	2021-09-23
Box 7018		Due Date	2021-10-23
831 07 Östersund		Terms	30 days
Fe228.fmv@fmv.se			

COMPANY

Name	Company X		
REG No.	1234	Order No.	5002040
TAX No.	1234	Your Reference	HEBER
		Our Reference	John Smith

Row no.	Description	Quantity	Delivery date	Unit price	Total
102	Stainless steel bolt	10 pcs	2021-08-31	1.00 USD	10.00 USD
401	Cyclops	3 pcs	2021-08-31	8.00 USD	24.00 USD