

# HOW TO SEND E-INVOICES TO SCANIA

Dear Supplier,

In accordance with [Scania Invoice Directive](#), you are requested to start sending your invoices to Scania CV AB and its affiliates by e-invoicing. This document contains important information for you and your e-invoicing operator and a step by step instruction on how to get started. E-invoicing benefits the environment and is more cost effective for all parties involved.

To be able to send electronic invoices you need an e-invoice operator. If you currently don't have the possibility to send electronic invoices you should choose an e-invoice operator.

Scania uses the operator Basware.

## Contents

<b>1</b>	<b>FAQ</b> .....	2
<b>2</b>	<b>STEP BY STEP INSTRUCTIONS</b> .....	4
<b>3</b>	<b>GENERAL INFORMATION REGARDING ELECTRONIC INVOICES</b> .....	6
<b>4</b>	<b>CONTACT INFORMATION</b> .....	8
<b>5</b>	<b>APPENDIX 1. EXAMPLES OF SPECIFIC FIELDS MAPPINGS</b> .....	9

## **1 FAQ**

### **1. What is an e-Invoice?**

An e-Invoice is a digital, XML, representation of an invoice. Each sender and receiver must choose an operator. The operator takes care of the E-invoices exchange between sender (supplier to Scania) and receiver (Scania).

### **2. What format should I use?**

Please contact your operator to agree on a suitable format for you and your operator. Your initial format is irrelevant for Scania as our operator transform (translates) all formats to our preferred format.

### **3. Must I select Basware as my operator?**

No, you may choose any operator. The only pre-requisite is that your chosen operator can communicate with Basware (your operator should have an "Interoperability Agreement" with Basware).

If you wish to use Basware, please send an email to [info.se@basware.com](mailto:info.se@basware.com) and they will help you to find a solution for electronic invoicing.

### **4. Is there a free of charge option?**

Yes, Basware also offers an Invoice Portal, free of charge, where you can key-in your invoice manually. Please visit <http://portal.basware.com/open/einvoice> to sign up.

### **5. Does Scania recommend a specific operator?**

No, please see question 3. However, we provide contact information to our supplier; Basware, as one option.

### **6. Must I go through an operator or may I send e-invoices directly to Scania?**

Scania only accept e-Invoices from our operator. Scania does not accept files directly from its suppliers. However, our suppliers are free to choose their preferred operator. See question 3.

### **7. Who should I contact if I need assistance?**

You should contact your operator, if you already have one. If you do not have an operator, you should choose an operator and get assistance from them.

### **8. What is the timeframe?**

All Scania suppliers are expected to transition their paper invoice submission to Scania by December 31, 2019. Invoices sent to Scania must be submitted as E-invoices; paper invoices received after this date will not be accepted. If your volume necessitates the creation of an automated interface, alternate deadlines will apply (please check that with our E-invoice team on [e-invoice@scania.com](mailto:e-invoice@scania.com)). You may begin submitting E-invoices to Scania immediately using the process described on the following pages.

### **9. Does Scania accept EDI?**

"EDI" is not the same as e-Invoicing, according to Scania. EDI is a point-to-point connection between two business partners, whilst e-Invoicing rely on an operator between the business partners (see question 1).

EDI is only allowed for suppliers proving direct material (vehicle production goods) to Scania, with high volume of business transactions. Scania does not accept EDI from suppliers providing us with indirect materials (**all**



**other goods or services** than vehicle production goods) – these suppliers should send e-Invoices. EDI is not part of this process.

## 2 STEP BY STEP INSTRUCTIONS

Here follow the steps for the e-invoice setup process.

### STEP 1: Find correct Scania invoice information

At Scania Supplier Portal, section [Scania addresses and VATs](#), you will find Scania e-invoice addresses and VAT numbers for the Scania unit you want to send E-invoices to. Make sure you send the e-invoice to the correct e-invoice address. Invoices without a valid e-invoice address will not reach Scania. If you do not find the address you are looking for, please contact [e-invoice@scania.com](mailto:e-invoice@scania.com).

### STEP 2: Contact your e-invoice operator

Make sure your operator has an interoperability agreement with Basware. Give them this document and inform them that you will start sending electronic invoices to Scania CV AB, and its affiliates through Basware.

### STEP 3: Send a request to Scania to start sending e-Invoices

Send a request to [e-invoice@scania.com](mailto:e-invoice@scania.com) that you are ready to start the e-Invoicing process with us. Await our answer, before you proceed. Please write in English language.

### STEP 4: Create a test invoice

Next step is to create a test invoice. Make sure the test invoice meets Scania's requirements regarding mandatory invoice fields according to the [Scania Invoicing Directive](#) (which defines the rules, regardless of invoice method).

Please note that it is **not allowed to by-pass this step**, i.e. all e-Invoicing sending suppliers must pass through this step before sending e-invoices to Scania live environment.

### STEP 5: Send the test invoice to Scania's test environment

Check with your operator to make sure they route the test invoices to Basware for transport into Scania's test environment. The address to Basware is: bt.basware.com. The e-invoice address to **Scania's test environment is: 5560840976TEST**

Inform Scania through email to [e-invoice@scania.com](mailto:e-invoice@scania.com) when you send the test invoice. Make sure to inform about the invoice number on the test invoice.

### STEP 6: Feedback from Scania

Scania will review the test invoice. If inaccurate you will be asked to correct the invoice, otherwise you will be given clearance to send your first real invoice to Scania live environment.



### **STEP 7: Send first invoice to Scania live environment**

Please send an email to [e-invoice@scania.com](mailto:e-invoice@scania.com) when you have sent your first invoice to Scania's live environment, so that delivery can be confirmed and that the invoice contains the correct information. Make sure to inform about the invoice number on the first invoice sent to Scania live environment.

### **STEP 8: Feedback from Scania**

Scania will review if the first real invoice passed successfully through our live environment.

- Failure: You will receive an email from Scania telling why the invoice was not successfully processed.
- Success: You will receive an email from Scania telling that you may go into production mode.

### **STEP 9: Production mode**

You are in production sending e-Invoices to Scania.

Please remember to stop sending invoices in other ways (such as PDF in email or paper format) to Scania once you are in e-invoice production mode.

Scania reserve ourselves the rights to, at a later stage, revert to you for your correction if we see that your e-invoices contain content errors according to our process.

Best regards

**Scania CV AB**

### **3 GENERAL INFORMATION REGARDING ELECTRONIC INVOICES**

#### **1. Valid invoices**

Valid invoices are debit and credit invoices following Scania Invoice Directive.

#### **2. Summary invoices**

Scania is not able to receive summary invoices due to the demand of references on each invoice.

#### **3. Format**

Suppliers' agree on a format with its operator. However, it is important that the format can accommodate all fields required by Scania. Suppliers is responsible for that rights fields are used and populated with right values (see [Scania Invoicing Directive](#) and instructions in this guide).

Format conversions between operator is governed by the contract between your e-invoice operator (if other than Basware) and Basware.

#### **4. Invoice image**

Invoice image (readable invoice representation) shall be attached in either PDF or TIFF format. If no invoice image is attached (or if in another format), Basware generates a standardized image to Scania, based on provided XML-data.

#### **5. Attachments**

In some cases, we need attachments to the invoice. Attachments holds additional information to justify the invoice, for instance time reports for consultants and other specifications.

If your e-invoice solution doesn't support this, please inform Scania before moving forward. Valid formats for attachments are TIFF, PDF and HTML. If you wish to send attachments in other formats, please contact Basware. Please provide attachment as described in "STEP 4: Create a test invoice"; if your business intends to provide attachments to Scania live environment.

#### **6. Invoice content**

Suppliers is responsible for that rights fields are used and populated with right values (see [Scania Invoicing Directive](#) and instructions in this guide). According to the Scania Invoicing Directive all numeric fields must be included without formatting (e.g. VAT nr 1234567890 and bank account 1234123). Note that invoices that doesn't meet Scania requirements will be rejected.

## 7. Additional information

For the invoice to be matched correctly in Scania's invoice processing system, it's important that the correct order number or the correct reference person is stated on the invoice.

- Suppliers providing direct material to Scania must always provide "Purchase Order Number" and "Delivery Note Number"
- For purchase order-based invoices, state Scania product identifier - not supplier product identifier
- Reference person must be stated as first and Surname (e.g. "Anna Andersson")

## 8. Right to reject incorrect Invoices

Scania reserve ourselves the right to reject invoices that:

- miss important invoice information
- have information in incorrect fields (when delivered to Scania)
- do not comply with Scania Invoicing Directive and instructions in this guide

## 9. Support

Please note that the email-address [e-invoice@scania.com](mailto:e-invoice@scania.com) may only be used during the e-invoice setup process – not for other questions (such as payment inquiries), or questions post this process (also including e-invoice questions in production mode).

Scania does not answer questions about different options to send e-invoices; "interoperability agreement" (question 3 in FAQ); or other questions your operator should be able to clarify.

Please write in English language when communicating with Scania.

If you have questions or need assistance, please first turn to your operator. If you are using Basware as operator, please contact <https://www.basware.com/en-se/utility/support/>.

## 4 CONTACT INFORMATION

Company / Purpose	Contact method
Basware Customer Support	<a href="https://www.basware.com/en-se/utility/support/">https://www.basware.com/en-se/utility/support/</a>
Scania CV AB (for this process only)	<a href="mailto:e-invoice@scania.com">e-invoice@scania.com</a>
Scania CV AB (other invoice related questions, outside the scope of this process to start sending e-invoices; such as payments questions, e-invoice questions in production mode etc.)	<a href="mailto:invoices.to@scania.com">invoices.to@scania.com</a>



## 5 APPENDIX 1. EXAMPLES OF SPECIFIC FIELDS MAPPINGS

List of some commonly used format and a subset of fields. Please turn to your operator if you need assistance. Scania is not able to answer questions about various formats.

Block	Data	TEAPPS 2.6	Svefaktura	PEPPOL (Svefaktura 2-0, EHF)
INVOICE HEADER	SUPPLIER ACCOUNT NUMBER	INVOICE/PAYEE/BANKS/BANK_ACCOUNT_NUMBER	INVOICE/CAC:PAYMENTMEANS/CAC:PAYEEFINANCIALACCOUNT/CAC:ID	CAC:/PAYMENTMEANS/CAC:PAYEEFINANCIALACCOUNT/CBC:ID
INVOICE HEADER	SUPPLIER VAT CODE	INVOICE/PAYEE/CUSTOMER_INFORMATION/VAT_NUMBER	CAC:SELLERPARTY/CAC:PARTY/CAC:PARTYTAXSCHEME[CAC:TAXSCHEME/CAC:ID='VAT']/CAC:COMPANYID	CAC:ACCOUNTINGCUSTOMERPARTY/CAC:PARTY/CAC:PARTYTAXSCHEME/CBC:COMPANYID
INVOICE HEADER	BUYER CONTACT PERSON	RECEIVER/CUSTOMER_INFORMATION/CONTACT_PERSON	CAC:BUYERPARTY/CAC:PARTY/CAC:CONTACT/CBC:NAME	CAC:ACCOUNTINGCUSTOMERPARTY/CAC:PARTY/CAC:CONTACT/CBC:NAME
INVOICE HEADER	PURCHASE ORDER NUMBER	INVOICE/HEADER/ORDER_INFORMATION[@ORDER_TYPE!='VN']/ORDER_NUMBER OR INVOICE/HEADER/ORDER_INFORMATION[NOT(@ORDER_TYPE)]/ORDER_NUMBER	ADDITIONALDOCUMENTREFERENCE/CAC:ID[@IDENTIFICATIONSCHEMEID='ORDER']	CAC:ORDERLINEREFERENCE/CAC:ORDERREFERENCE/CBC:ID
INVOICE HEADER	DELIVERY NOTE NUMBER	INVOICE/HEADER/BUYER_REFERENCE	/INVOICE/REQUISITIONISTDOCUMENTREFERENCE/CAC:ID	CAC:ACCOUNTINGCUSTOMERPARTY/CAC:PARTY/CAC:CONTACT/CBC:ID
INVOICE LINE	PURCHASE ORDER NUMBER	ROWS/ROW/ORDER_NUMBER	CAC:INVOICELINE/CAC:ORDERLINEREFERENCE/CAC:ORDERREFERENCE/CAC:BUYERSID	CAC:INVOICELINE/CAC:ORDERLINEREFERENCE/CAC:ORDERREFERENCE/CBC:ID
INVOICE LINE	ORDER ROW NUMBER	ROWS/ROW/ROW_NUMBER	CAC:INVOICELINE/CAC:ORDERLINEREFERENCE/CAC:BUYERSLINEID	CAC:INVOICELINE/CBC:ID
INVOICE LINE	PRODUCT CODE	ROWS/ROW/ARTICLE/ARTICLE_ID	CAC:INVOICELINE/CAC:ITEM/CAC:SELLERSITEMIDENTIFICATION/CAC:ID	CAC:INVOICELINE/CAC:ITEM/CAC:SELLERSITEMIDENTIFICATION/CBC:ID
INVOICE LINE	PRODUCT DESCRIPTION	ROWS/ROW/ARTICLE/ARTICLE_NAME	CAC:INVOICELINE/CAC:ITEM/CBC:DESCRIPTION	CAC:INVOICELINE/CAC:ITEM/CBC:DESCRIPTION
INVOICE LINE	UNIT PRICE	ROWS/ROW/PRICE_PER_UNIT	CAC:INVOICELINE/CAC:ITEM/CAC:BASEPRICE/CBC:PRICEAMOUNT	CAC:INVOICELINE/CAC:PRICE/CBC:PRICEAMOUNT
INVOICE LINE	QUANTITY	ROWS/ROW/QUANTITY/CARGED SIGN="+"	CAC:INVOICELINE/CBC:INVOICEDQUANTITY	CAC:INVOICELINE/CBC:INVOICEDQUANTITY
INVOICE LINE	NET AMOUNT	ROWS/ROW/ROW_TOTAL/AMOUNT SIGN="+" VAT=EXCLUDED	CAC:INVOICELINE/CBC:LINEEXTENSIONAMOUNT	CAC:INVOICELINE/CBC:LINEEXTENSIONAMOUNT
INVOICE LINE	COMMENT	ROWS/ROW/FREE_TEXT	CACINVOICELINE/CBC:NOTE	CAC:INVOICELINE/CBC:NOTE
ADDITIONAL	ATTACHMENTS	INVOICE_CENTER/CONTENT_FRAME/INVOICES/INVOICE/CONTROL/IMAGE_CONTROL/IMAGE_FILE	ADDITIONALDOCUMENTREFERENCE/CAC:ID[@IDENTIFICATIONSCHEMEID='INVOICE_IMAGE'] OR ADDITIONALDOCUMENTREFERENCE/CAC:ID[@IDENTIFICATIONSCHEMEID='ATS']	CAC:ADDITIONALDOCUMENTREFERENCE[CBC:DOCUMENTTYPE='LEGALIMAGE']/CBC:ID OR CAC:ADDITIONALDOCUMENTREFERENCE[CBC:DOCUMENTTYPE='ATTACHMENT']/CBC:ID