



# SCANIA INVOICE DIRECTIVE

SCANIA Invoice Directive contains the minimum required information to be stated on supplier invoices sent to SCANIA companies, units and its affiliates (here SCANIA). In order for an invoice to be compliant with this Directive, all information stated in the four sections below is required.

## Required information

### 1. Supplier information

1. Supplier full company name
2. Supplier address
3. Supplier reference and contact information including e-mail
4. Payment details, including terms of payment according to contract/order or call off
5. Banking information, including account numbers, IBAN, SWIFT/BIC codes or equivalent

### 2. SCANIA information

1. SCANIA full company name
2. SCANIA bill to address and delivery address. SCANIA has three different types of addresses:
  - (1) **Bill** to address (invoice address)
  - (2) **Delivery** address
  - (3) **Envelope** address (for paper invoices only)Please ensure that all addresses are correct. See <https://supplier.scania.com/invoicing-scania/scania-addresses-and-vats/> for address list
3. Correct SCANIA Information:
  - (1) Our Purchase Order number and/or
  - (2) Our Reference or Requestor name and Email address (including department or cost centre or profit centre)

### 3. General invoice information

1. The word "INVOICE" or "CREDIT" stated on the invoice. If "CREDIT", the invoice must contain a clear reference to the original invoice, containing exact invoice number, and the reason for crediting.
2. A unique invoice number
3. Invoice date
4. Delivery note number (if delivery note exists), delivery date and place of dispatch specifically for goods
5. Scania article number, item description, quantity of the goods or service, unit of measure, unit price, VAT rate, VAT amount per line item, total price per line item, and total amount on the invoice
6. The item description must clearly identify the product or service and preferably state "goods" or "service"
7. Currency:
  - Specification of currency
  - Invoice shall have the same currency as the purchase order
  - Invoice shall be stated in only one currency (see sixth VAT 2006/112/EC directive for exception)
8. For E-invoices all numeric fields must be included without formatting or symbols such as: -, /, ", etc. Examples of a correct bankgiro account number 12345678.
9. Invoice shall comply to Scania VAT Requirements, located on <https://supplier.scania.com/invoicing-scania/>, and to all applicable laws and regulations

### 4. Other requirements

1. Supplier that sends EDI or e-invoices to SCANIA must not send paper or PDF copies of the EDI or e-invoices, unless specifically required by legislation in receiving country
2. Issue only one invoice per order, i.e. do not issue one invoice with multiple orders unless otherwise agreed

## Preferred information

1. Invoices shall preferably be in English.
2. For export of goods, preferably put the intrastate code on the invoice. Tariff code, taric code, CN code or customs code is other terms for intrastate code.
3. On the following link you can find an example of a compliant invoice example <https://supplier.scania.com/invoicing-scania/how-to-invoice-scania/compliant-invoice-example/>

## WHY IS SCANIA INVOICE DIRECTIVE IMPORTANT?

The objective of this directive is to secure that SCANIA can process invoices and execute payments efficiently in order to avoid delays and minimise administration for all parties. All in line to perform the terms of payment agreed between SCANIA and its suppliers and also fulfilling EU and national legislations

### Non-compliance with this Directive

If an invoice is non-compliant with this Directive, incomplete (i.e. missing pages or attachments) or illegible, we reserve us the right to reject it to the supplier with relevant information on why it is not compliant, and a request to adjust the invoice and resend it to us. We do not guarantee payment for a non-compliant invoice

### Payments

Payment will only be executed for approved or fully matched invoices with price and delivery corresponding to the written purchase order and which are due for payments

### Notes on Addresses and SCANIA reference

Due to that SCANIA is a big company with several affiliates it is of outmost importance to separate invoice address, delivery address and envelope address. Secure that the invoice states the correct addresses which is to be found on <https://supplier.scania.com/invoicing-scania/scania-addresses-and-vats/> and on the written SCANIA purchase order. If the invoice does not contain a complete and correct SCANIA bill to address the invoice is non-compliant and payment is therefore not guaranteed

If a paper invoice is not sent to the correct envelope address the invoice might not reach the correct SCANIA entity. We therefore stress the importance of entering the correct envelope address (found on <https://supplier.scania.com/invoicing-scania/scania-addresses-and-vats/>). SCANIA kindly request you to start sending EDI, E-invoice, or PDF instead of paper invoices. Please find the following guide for sending E-invoices to Scania <https://supplier.scania.com/invoicing-scania/how-to-invoice-scania/how-to-send-e-invoices/>. If sending a PDF, please observe the correct e-mail address which is also to be found on <https://supplier.scania.com/invoicing-scania/scania-addresses-and-vats/>

It is of outmost importance that the invoice includes a correct SCANIA order number or reference person (full name together with email address, department or cost centre or profit centre). If the invoice does not include SCANIA order number or reference person, the invoice is non-compliant, and payment is therefore not guaranteed

### SCANIA prefers electronic invoices

In order to move towards sustainability and to minimise administrative costs for handling invoices, SCANIA recommends all parties to adapt processes based on electronic solutions. If you as supplier send paper invoices to SCANIA, we request you to implement an electronic invoice solution instead. Please see further information on <https://supplier.scania.com/invoicing-scania/how-to-invoice-scania/how-to-send-e-invoices/>.

### Questions

If you have questions about the Invoice Directive, please contact us on e-mail [invoices.to@finance.mail.scania.com](mailto:invoices.to@finance.mail.scania.com)