

SCANIA SUPPLIER INVOICE GUIDELINE



Welcome to Scania! To enable an effective payment flow and ensure that your invoices are paid on time, it is of utmost importance that you provide correct banking details and contact information to Scania. Your invoices also need to comply with the [Scania Invoice Directive](#). For more information please follow the steps below.

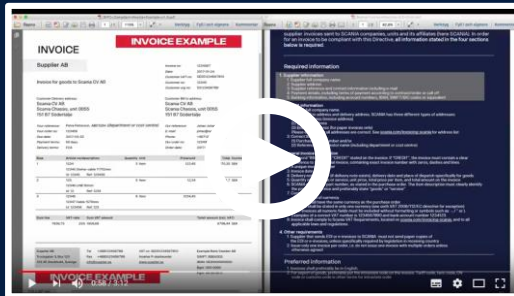
1 PROVIDE YOUR BANKING DETAILS & CONTACT INFORMATION

Go to: www.scania.com/invoicing-scania > Webform for Supplier Master Data



2 SECURE THAT YOUR INVOICES COMPLY TO SCANIA REQUIREMENTS

Go to: www.scania.com/invoicing-scania > Scania Invoice Directive & VAT Requirements



SCANIA INVOICE SUPPORT BY SCANIA FINANCIAL PROCESSES CENTRE



invoices.to@scania.com
Accounts Payables Support



+468 553 85 600
Urgent/critical issues or escalations



Invoice Requirements



Scania.com/invoicing-scania
Supplier Portal



Addresses and VAT's

SCANIAS ACCEPTED INVOICE FORMATS

Required for production goods invoices



EDI

Currently used for Scania's production goods invoices. This format enables more information to be exchanged than just invoices.

Learn more at [Scania Supplier Portal > Supplying to Scania > EDI](#)

Preferred for all non-production goods invoices



E-INVOICE

Electronic invoice is the preferred format for all non-production goods.

Learn more at [Scania.com/invoicing-scania -> How to invoice Scania -> How to send e-invoices](#)

Not Preferred - not automated



PDF

If not able to send Electronic Invoices, PDF is the next best format. The PDF should be included in an email (only one file per e-mail) and sent to the correct address (see address list below).

Find addresses at [scania.com/invoicing-scania -> Scania addresses and VAT-numbers](#)

Unwanted – not sustainable



PAPER

Most of the paper invoices sent to Scania are received at Scania's Scanning central in Poland, so a correct envelope address is critical.

As an ambassador for sustainability, Scania is actively striving towards a fully digital invoice flow. We therefore recommend all suppliers to use digital formats instead of sending paper invoices.

Find addresses at [scania.com/invoicing-scania -> Scania addresses and VAT-numbers](#)