



Document type  
**INSTRUCTION**

Title  
**Scania Invoice directive for  
China**

File name

Approved by (titel, name)

**Jonas Rickberg, EVP and CFO**

Issued by (department acronym name phone)

**Jimmy Sandell, Director SFPC**

Date

**2023-05-12**

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## Scania Invoice Directive for Scania Chinese suppliers

**SCANIA Invoice Directive for Chinese suppliers contains the minimum required information to be stated on Chinese supplier invoices sent to SCANIA affiliates both in China and outside China, (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 [Scania Supplier Portal » Invoicing Scania](#) for address list**

#### 3. Correct SCANIA:

- 1) Purchase order number and/or
- 2) Reference or requestor name (including department or cost 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 with zeros, dashes and lines
- 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) Quantity of the goods or service, unit price, total price per item, and total amount on the invoice
- 6) SCANIA or supplier part number, as stated in the purchase order. 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: -, / " or ).
- 9) Examples of a correct VAT number is 1234567890 and bank account number 1234123.
- 10) Invoice shall comply to Scania VAT Requirements, located on [Scania Supplier Portal » Invoicing Scania](#), and to all applicable laws and regulations

#### 4. Other requirements

- 1) Supplier that sends EDI or e-invoices to SCANIA outside China must not send paper copies of the EDI or e-invoices, unless specifically required by legislation in receiving country
- 2) China domestic suppliers delivering to Scania Industrial Operations<sup>1</sup> in China must send an additional VAT Fapiao invoice in Chinese to Scania local finance team.  
Paper invoices must be sent to:  
*Scania Production (China) Co., Ltd., Finance Department*  
6F, No. 666 Huimin Road, Hydrogen Energy Industrial Park Comprehensive Building, Rugao  
Electronic VAT Fapiao invoices must be sent to: [sas.finance@scania.com](mailto:sas.finance@scania.com)
- 3) The pdf invoice that supplier sends to Scania Industrial Operations in China must have the invoice number and invoice date consistent with the information in VAT Fapiao, and be sent to: [invoice.3343@scania.com](mailto:invoice.3343@scania.com) (only one invoice per pdf)
- 4) Issue only one invoice per order, i.e. do not issue one invoice with multiple orders unless otherwise agreed
- 5) Original, non-Fapiao Invoices shall be in English

<sup>1</sup> Scania Industrial Operations in China is currently Scania Production (China) Co., Ltd. and future companies belong to Industrial Operations in China

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**2(2)****Preferred information**

1. For export of goods, preferably put the intrastate code in the invoice. Tariff code, taric code, CN code or customs code is other terms for intrastate code.

**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 return 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 on time for a non-compliant invoice.

Combination of PDF invoice/e-Invoice in English and VAT Fapiao (paper/electronic) is required to be compliant for China domestic suppliers delivering to Scania Industrial Operations in China.

**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 [Scania Supplier Portal » Invoicing Scania](#), and on the written SCANIA purchase order. If the invoice does not contain a complete and correct SCANIA bill to address the invoice is considered to be 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 [Scania Supplier Portal » Invoicing Scania](#)).

It is of outmost importance that the invoice includes a correct SCANIA order number or reference person (full name together with department or cost centre). If the invoice does not include SCANIA order number or reference person, the invoice is considered to be 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 [Scania Supplier Portal » Invoicing Scania](#).

**Questions**

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

2023-05-23

Jimmy Sandell

  
Jonas Rickberg

## 斯堪尼亚发票指引 - 中国供应商

**斯堪尼亚发票指引 - 中国供应商**，包含了对于中国供应商开具给在中国境内和中国境外斯堪尼亚附属公司（此处为斯堪尼亚）发票上必须注明的最低限度信息。为了使发票符合本指引要求，需要以下四个部分中规定的所有信息。

### 要求提供的信息

#### 1. 供应商信息

- 1) 供应商公司名全称
- 2) 供应商地址
- 3) 供应商联系人及联系方式，包括电子邮箱
- 4) 付款详情，包括根据合同/订单或分订单的付款条款
- 5) 银行信息，包括银行账户、国际银行账号 IBAN、银行国际代码 SWIFT/银行识别代码 BIC 或其他同等信息

#### 2. 斯堪尼亚信息

1. 斯堪尼亚公司名全称
2. 斯堪尼亚账单地址和和送货地址。斯堪尼亚有三种不同类型的地址：
  - 1) 账单地址（开票地址）
  - 2) 送货地址
  - 3) 信封地址（仅用于纸质发票寄送）

**请确保所有地址均正确，地址列表请参见 [Scania Supplier Portal » Invoicing Scania](#)**

#### 3. 正确的斯堪尼亚：

- 1) 采购订单号以及/或者
- 2) 斯堪尼亚联系人姓名（包括部门或者成本中心）

#### 3. 发票通用信息

- 1) 发票上注明“INVOICE”或“CREDIT”字样。如果是“CREDIT”，发票必须包含对原始发票的明确引用，包含带有零、破折号和线条的确切发票编号
- 2) 唯一的发票编号
- 3) 发票日期
- 4) 送货单号（如有送货单）、送货日期及货物具体发运地点
- 5) 商品或服务的数量、单价、单项总价、发票总金额
- 6) 斯堪尼亚或供应商零件号（如采购订单中所述）。单项描述必须清楚地标识产品或服务，最好注明“商品”或“服务”
- 7) 币种：
  - 币种详情
  - 发票应使用与采购订单相同的货币
  - 发票应仅以一种货币表示（例外情况请参见第 6 条 VAT 2006/112/EC 指令）
- 8) 电子发票的所有数字字段都必须无格式化设置，也不包含诸如“- / ”或 )等特殊符号
- 9) 正确的增值税号示例是 1234567890，银行帐号示例是 1234123
- 10) 发票应符合位于 [Scania Supplier Portal » Invoicing Scania](#) 斯堪尼亚增值税要求以及所有适用的法律和法



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#### 4. 其他要求

- 1) 向中国境外的斯堪尼亚公司发送 EDI 或电子发票的供应商不得发送 EDI 或电子发票的纸质副本，除非接收国的法律有特别要求
- 2) 向中国境内的斯堪尼亚工业公司<sup>2</sup>提供货物/服务的中国国内供应商必须向中国当地财务团队发送额外的中文增值税发票。  
若是纸质增值税发票，请寄送至：  
**斯堪尼亚制造（中国）有限公司 如皋市经济技术开发区惠民路 666 号氢能产业园区综合楼 6 楼财务部收**  
若是电子增值税发票，请发送至: [sas.finance@scania.com](mailto:sas.finance@scania.com)
- 3) 向中国境内的斯堪尼亚工业公司发送的 PDF 格式的发票上的发票号码及开票日期必须与开具的增值税发票上信息一致，并发送至: [invoice.3343@scania.com](mailto:invoice.3343@scania.com)（一张发票一个 PDF 文档）
- 4) 一个订单开具一张发票。除非另有约定，否则不要多个订单开具一张发票
- 5) 非中文增值税发票外的发票需以英文形式呈现。

#### 参考信息

1. 斯堪尼亚要求的电子发票应当为英文;
2. 对于出口货物，最好在发票上注明州内代码。关税代码、CN 代码或其他州内代码形式的海关代码。

## 重要事项？

该指引的目的是确保斯堪尼亚能够有效地处理发票和执行付款，以避免延误并最大限度地减少各方的管理。确保执行斯堪尼亚与其供应商之间商定的付款条件，并符合欧盟和国家立法法规。

#### 不遵守本指引要求

如果发票不符合本指引、不完整（即缺少页面或附件）或难以辨认，我们保留将其退还给供应商的权利，并附上有关其不合规原因的相关信息，要求供应商调整发票并重新发送给我们。对于不符合要求的发票，我们不保证按时付款。

向中国境内的斯堪尼亚工业公司提供货物/服务的中国供应商须符合同时提供英文 PDF/ 电子发票和增值税发票（纸质/电子）的要求。

#### 付款

只有在价格和交付与书面采购订单相对应且到期付款的情况下，才会对已批准或完全匹配的发票执行付款。

#### 地址和斯堪尼亚联系人的备注

由于斯堪尼亚是一家拥有多家附属公司的大公司，因此区分发票地址、送货地址和信封地址至关重要。您可在 [Scania Supplier Portal » Invoicing Scania](#) 和书面采购订单上找到相关地址信息，确保发票注明正确的地址。如果发票不包含完整且正确的斯堪尼亚账单地址，则视为不合要求，因此无法保证付款。

如果纸质发票未发送到正确的信封地址，发票可能无法送达正确的斯堪尼亚实体。因此，我们再次强调填写正确信封地址的重要性（此处查找 [Scania Supplier Portal » Invoicing Scania](#)）

发票包含正确的斯堪尼亚订单号或联系人（全名以及部门或成本中心）极为重要。如果发票不包含斯堪尼亚订单号或联

<sup>2</sup> 中国境内的斯堪尼亚工业公司目前是指斯堪尼亚制造（中国）有限公司，以及未来新设属于斯堪尼亚工业的中国境内公司



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系人信息，则发票被视为不合要求，因此无法保证付款。

## 斯堪尼亚青睐电子发票

为了实现可持续发展并最大限度地减少处理发票的管理成本，斯堪尼亚建议各方调整基于电子解决方案的流程。如果您作为供应商向斯堪尼亚发送纸质发票，我们要求您改用电子发票解决方案。请在 [Scania Supplier Portal » Invoicing](#) [Scania](#) 查看更多信息。

## 问题

如果您对本发票指引有任何疑问，请通过电子邮件与我们联系 [invoices.to@scania.com](mailto:invoices.to@scania.com)

2023-05-23

Jimmy Sandell

  
Jonas Rickberg

