

Dear supplier,

As of January 1<sup>st</sup> 2023, Göteborgs Spårvägar AB (VAT-no SE556353341201) will change the invoice handling routine as well as billing addresses. We will no longer be able to receive PDF invoices via e-mail.

#### E-invoices

Preferably we would like to receive your invoices as e-invoices via the PEPPOL-network.

**From January 1<sup>st</sup> 2023 our PEPPOL-ID is: 0007:5563533412**

**For those who do not have the opportunity to send e-invoices**

#### Supplier center

From January 1<sup>st</sup> 2023 it is possible to register an invoice in “Procedo Supplier Center” please follow link below where you also can find a manual in English:

[www.goteborg.se/fakturera](http://www.goteborg.se/fakturera)

#### Printed invoices sent by letter

In case you don't have the possibility to send either e-invoices or register invoices in our supplier center, you can send a printed invoice by letter to:

B150 Göteborgs Spårvägar AB  
Intraservice  
405 38 Göteborg

**Please note that all changes are valid from January 1<sup>st</sup> 2023, from which we are no longer able to receive invoices via e-mail.**

**Invoices issued to Göteborgs Spårvägar AB must meet the following requirements to be accepted:**

- The correct legal name and VAT:
  - Göteborgs Spårvägar AB.
  - VAT-number SE556353341201.
- As reference, please state the purchaser's name (first and last name) on each invoice.
- If the invoice is preceded by a purchase order the purchase order number must be entered on the invoice.
- It is not possible to invoice several purchase orders on one invoice.
- Credit invoices are to be sent on a separate invoice. No deductions are allowed on future invoices.

- We strive to obtain equivalent payment terms; therefore, we call for 30 day payment terms.

For the full list of information regarding invoicing and which field on a e-invoice that should contain which information, please see the link below:

[www.goteborg.se/fakturera](http://www.goteborg.se/fakturera)

From January 1<sup>st</sup> 2023 our accounts payable team can be reached on below email, unfortunately they are not able to register new invoices.

**leverantorsreskontra@sparvagen.goteborg.se**

Or by letter to:

Göteborgs Spårvägar AB  
Box 424  
401 26 Göteborg

More information can be found on our website:

[www.goteborgssparvagar.se](http://www.goteborgssparvagar.se)

#### Contact us

If you have any questions regarding invoicing us, please do not hesitate to contact our accounts payable team:

**leverantorsreskontra@sparvagen.goteborg.se**

Göteborgs Spårvägar thank you for your cooperation and look forward to working with you in the future.

**Yours sincerely,**

**Göteborgs Spårvägar AB**