

APPENDIX 2 – INVOICE REQUIREMENTS

Invoice information

Electronic invoicing is mandatory, unless otherwise agreed. An invoice is required to contain the following information as a minimum. If this information is not provided, the invoice may be rejected. If so, Nordea will expect a new corrected invoice from the supplier. Issue date and due date for the new invoice must be altered to reflect the revised date of submission.

- Invoice date.
- Invoice number.
- Supplier's name and address.
- Supplier's VAT number (FIxxxxxxx/ NOxxxxxxx(MVA)/ DKxxxxxxx/ SExxxxxxx)
- Relevant Nordea entity's name and address.
- Relevant Nordea entity's VAT number.
- Name and cost centre of the reference person at Nordea (surname, first name / cost centre, e.g. Jonsson, Lotta / 2050004080).
- Delivery date.
- Delivery description. All types of goods or services must have their own invoice line. All invoice lines must specify in separate fields: line item/product/service number, description, quantity, unit price, and total price.
- Supplier's unique payment information (IBAN, including BIC code / SWIFT, Post giro, bank account number etc.).
- Total price.
- Total VAT.
- VAT per VAT rate.
- Applied VAT rate.
- Nordea Contract ID number.
- Payment due date.
- Terms of payment – minimum 30 days.
- Credit notes must state a reference to the original invoice.

The following additional information must be available in a structured form in the invoice header:

- Purchase order number for order-based invoices (NORxxxxxx purchase order number from the E-commerce Solution).
- Subscription number (contains a specific Identity in the invoice head) in case invoicing is made against on-going contracts.
- MAC address (only applicable for IT hardware).
- Serial/Nordea asset number (only applicable for IT hardware).
- IT project/application number (NIIDS/AR).
- ITSE reference on invoice (invoices are always addressed to Nordea Bank AB).

Regulations for invoice information:

- Only one currency is allowed on the invoice.
- One due date is allowed on the invoice.
- Reference to only one order reference. It is allowed to send several invoices against one order reference.
- Reference to only one subscription.
- The supplier must be able to split invoices according to Nordea's specification. For example in cases where the services are to be approved and paid by different legal entities and/units at Nordea.
- Nordea does not accept invoicing fees.

Electronic invoices must only contain information about delivered goods or services – not information not related to the invoice.

*Technical specifications for invoicing***Invoice formats**

Nordea accepts e-invoices in the following formats:

- FINVOICE XML
- Svefaktura XML
- eCXML
- cXML
- OIO UBL 2.02
- EHF
- OIO XML
- EDIFACT D96 INVOIC (ESAP 6, ESAP 9.1)
- Peppol

Please note that Nordea may have some specific additional requirements to invoicing. However, this will be communicated to the chosen suppliers directly.

INVOICE**Supplier address:**

aaaaaa
bbbbbb
99999 xxxx

Ship to:

aaaaaa
99999 xxxx

Invoice number

999999GT/01

Invoice date

01-01-2014

Payment terms

30 days

Due date

31-01-2014

Buyer

Nordea xxxxxxxxxxxx

FXXX

97190 LULEA

Sweden**Buyer VAT**

SExxxxxxxx/Flxxxxxxxx/DKxxxxxxxx/NOxxxxxxxx(MVA)

Invoice reference:

John Mats,1030001234

Currency

SEK

To be provided by
Nordea

ITSE 2012-000567

Contract reference

CWxxxxxxxxxxxxx/

Subscription /**Order no.**

xxxxxx / NOR1234567

MAC address/ serial,
asset or project no./

By this is meant the contact person on Nordea's side, name and cost centre (10 digits). If IT ITSE invoice, ITSE and project no. needs to be added.

To be provided by Nordea,
subscription or order no.

Line items

Contract ID no.								
Item	Product	Item no.	Quantity	Unit	Unit price	Total	VAT %	IO
1	Mastercard Black – daily order	xxxxxyyyy	40	pce	2.00	80.00	0	I-AA07-01.7
2	Service Level Credit, April 2014	xxxxyyxxx	2	pce	-1.00	-2.00	0	I-AA07-01.7

IO is Nordea's order
reference which will
be provided

Exchange rate:

Present on each invoice

Total excl. VAT

78.00 SEK

Total VAT

0.00 SEK

Rounding

0.00 SEK

Invoice total

78.00 SEK

Supplier address:

aaaaaaaaa

Supplier's VAT no.

aaaaaaaaa

IBAN

aaaaaaaaa

bbbbbb 77

Payment information:**Bank BIC / Swift**

17171 xxxx

bank account: xxxxxxxxx

aaaaaaaaa

Telephone:

Plusgiro: xxxxxxxx:

e-mail: