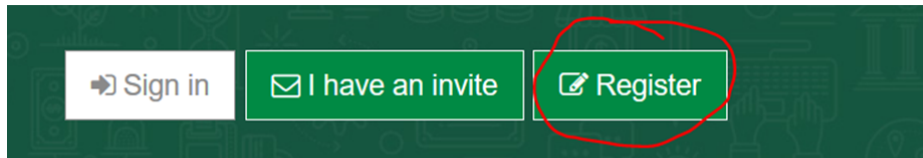


Från: Annika Liljeros <annika.liljeros@gu.se>
Datum: måndag 1 april 2019 10:52
Till: Linnéa Johansson <linnea.johansson.3@gu.se>
Ämne: Engelsk

Below are instructions for submission of invoices. For further questions regarding this contact Annika Liljeros, annika.liljeros@gu.se.
You require to quote my purchase ID for Seb Swart: 3150BSWASE.
Thanks for your understanding!

Dear XX XX

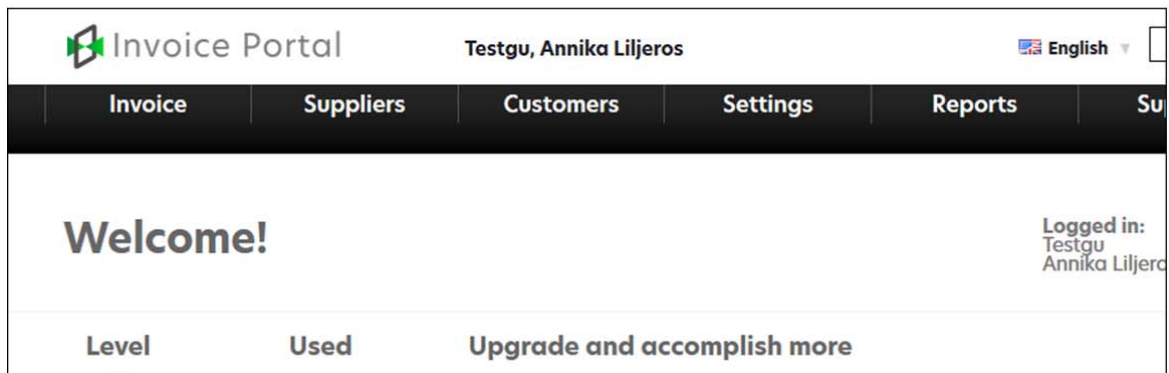
The University of Gothenburg unfortunately does not accept invoices in PDF via mail but you can register your invoice free of charge in our invoice portal <http://fakturaportalen.se/en/>. Here you can register up to 25 invoices per month and you start by registering.



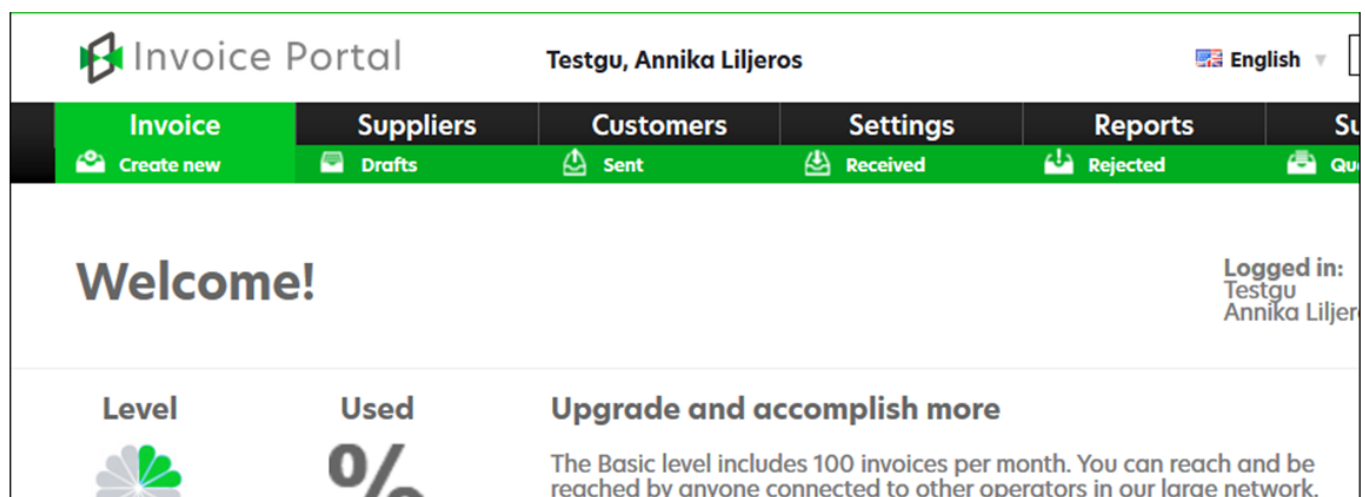
When the registration is complete you can start invoicing directly and I attach some screenshots further down the email.

How to register invoices:

When you log into the portal, click on Invoice



And then click on Create new.



Search for Göteborg uni and click search and then click on the name Göteborgs Universitet to get to the registrer window.

Invoice	Suppliers	Customers	Settings	Reports	Suppliers
Create new	Drafts	Sent	Received	Rejected	Queue

Edit invoice

Enter at least 3 (5 for identifiers) characters in the search box to search for invoice recipients. A list of suggestions will appear automatically. In order to create a list of favorites, click the star next to the name of invoice recipient often use. This will speed up the selection of commonly used recipients.

Choose recipient

Search:

Name	Country	Type	Identifier	Recipient address	e-ID	Legal address
★ Göteborgs Universitet	Sweden	Organization no	202100-3153	Göteborgs Universitet, Box 115, 405 30, Göteborg	2021003153	
		GLN	7340090599996			

In the first section you have to fill in your details and below Buyer address you need to fill in the department name in the section C/O address.

Edit invoice

Invoice details

Invoicing instructions: När ni skickar fakturor är det viktigt att vår referens alltid anges på fakturorna. Vår referens kallas beställar-id (fyra siffror + sex bokstäver ex 91518TESTE), och ska alltid anges i fältet Kunds referens. Är beställningen lagd via vårt e-handelssystem, utgår beställarid som fakturareferens och ni anger då ordernumret (990000xxxx) i fältet för "Kunds ordernr". Ni behöver också ange institutionens namn i fältet C/O adress. Det går utmärkt att bifoga den ursprungliga fakturan som en bilaga vid registreringen.

Invoice number <input type="text" value="FA180605944"/>	Invoice type <input type="text" value="Debit"/>	Issue date <input type="text" value="2018-06-05"/>	Currency <input type="text" value="SEK"/>	Language <input type="text" value="English"/>
Supplier contact details				
Supplier contact <input type="text" value="Finance Department"/>	Email address <input type="text" value="financeEU@takarablo.com"/>	Mobile phone <input type="text" value="+33(0)139046926"/>		
Buyer address <input type="button" value="+ More details"/>				
Buyer contact details				
Buyer contact <input type="text" value="Oskar Johansson"/>	Email address <input type="text"/>	Mobile phone <input type="text"/>		
<input type="button" value="+ More details"/>				
Buyer contact ID <input type="text" value="Dept of Biology and Environmental sciences"/>	Phone <input type="text"/>			

In the section Buyer's reference 1 you need to fill in the referencecode 1160BMASNI. Payment details and invoice lines should also be filled in and further down you can Attach attachments to the invoice.

Invoice header details

Free text

HS 38220000

Buyer order number

Buyer's reference 1

3130BCLAAD

+ More details

Payment details

Days left until due date

60

Due date

2018-08-01

Payment reference (OCR number)

Payment terms

TVA FR54400432019

Delay terms

Late payment penalties at the rate of 1% per month of delay

+ More details

Delivery details

Delivery date

2018-06-01

Delivery period from

Delivery period to

+ More details

Please use:
3150BSWASE

The last thing you do in the summary is to press Check to see that all fields are correctly filled in and when "Valid according to the rules" is displayed, you can think of "Send" and the invoice goes to us directly

Invoice lines

Line	Description	Supplier art. no.	Quantity	Unit	Price	Unit price basis	Discount %	Line amount	VAT %	Tax category
1	BL n° : BL180600090	RR006B	1	pc	8756.00	1	5.00	8318.20	0.00	<input type="checkbox"/> Tax exempt

+ More details

+ New line

Invoice attachments

Add URL

Attach

Allowed attachment file types: bmp, csv, doc, docx, gif, html, htm, jpg, jpeg, odp, ods, odt, pdf, png, ppt, pptx, rtf, tif, tiff, txt, xls, xlsx, xml

Summary

Total line amount

8318.20

Total excl VAT

8318.20

Total VAT 0.00 % (Zero % VAT)

0.00

Total VAT

0.00

Total incl VAT

8318.20

Rounding off amount

0.00

Total prepaid amount

Amount due

8318.20

Calc

Valid according to rules

Save

Check

PDF

Send

Cancel