

## Electronic invoices

On April 1, 2019, a new law entered into force, the Act on e-invoicing as a result of public procurement (SFS 2018:1277). This means that invoices to the public sector must be electronic (e-invoice), which means that all suppliers to Halmstad University must send e-invoices to us.

Note that PDF invoices or scanned paper invoices are not counted as e-invoices and are therefore not approved formats. The requirement for e-invoice applies to all purchases, procured as well as direct purchases, where payment is made against invoice. However, public procurement initiated before the current date is not covered retroactively by the law.

If you are a supplier with an existing agreement with the University, the terms agreed on invoicing apply during the contract period. For all other suppliers, invoices to us must be electronic.

### If you already use e-invoices

Halmstad University can receive invoices via the PEPPOL network in the format PEPPOL BIS Billing 3. The University of Halmstad's PEPPOL ID is 0007:2021003203.

### If you currently do not use e-invoices

#### If you do not have a business system:

Use our invoice portal that we have through our supplier OpusCapita. There you as suppliers can register and send e-invoices free of charge. You can find our invoice portal via the link on our website: <https://www.hh.se/english/information-english/contact-and-visit-us.html#h-Paymentandinvoiceinformation>

Suppliers who previously invoiced via fakturaportalen.se can continue to do so.

#### If you have a business system:

It is often possible to create e-invoices in existing business systems / accounting systems. Check with your system supplier. E-invoicing services can also be purchased from certain

companies to achieve the same thing, as can the installation of a so-called virtual invoice printer.

**Contact us:**

By email to [helpdesk.ekonomi@hh.se](mailto:helpdesk.ekonomi@hh.se)

More information on e-invoices: [www.digg.se](http://www.digg.se)

For the University's electronic invoice processing to work efficiently, the following information must be included on the invoice:

- The University's address:  
Högskolan i Halmstad  
Box 823  
301 18 HALMSTAD
- **VAT number: SE202100320301**  
Corporate Identity Number: 202100-3203  
GLN-number: 7300009079001
- Reference code (invoice reference = usually 4-6 letters) is individual and must appear in the field "Your reference" without spaces or other characters. Without proper reference, the invoice will not be read into our accounting system properly and this can mean late payment to you as a supplier.
- The supplier's complete name and address, and the Reg. No.
- Swedish supplier: Plusgiro, bankgiro and / or bank account number
- Foreign supplier: Bank account number / IBAN and Swift/BIC and Halmstad University's VAT number if Reverse charge is invoked.
- Invoice number
- Invoice date
- Due date and payment terms
- The university pays invoices by 30 days and invoicing fees or similar are not accepted.
- Currency code (if other than SEK)
- Total invoice amount
- Total VAT amount and VAT rate (Swedish supplier)
- Information on F-tax bill (Swedish supplier)
- Service / Product's name and price and other relevant information

Any attachments and specifications must be sent with the invoice and in the case of credit invoicing, reference to the debit invoice must be included.

**For non-contract suppliers:**

When purchasing in a physical store, the University's staff must show ID, personnel card and submit a properly completed requisition. If not, the purchase cannot be carried out. It is desirable that this requisition be included as an attachment to the e-invoice.