

Dear Supplier;

In order to move towards sustainability and to minimize administrative costs for handling invoices, Trelleborg Group will from now on use electronic invoice format as the preferred alternative and gradually as the only invoicing option. Please note that we will accept paper invoices only in exceptional cases.

At [www.trelleborg.com](http://www.trelleborg.com) you will find e-invoice addresses and VAT-numbers for all companies within the Trelleborg Group that can receive e-invoices. <https://www.trelleborg.com/en/contact--us/suppliers>

This document contains important information for you and your e-invoicing operator and a step by step instruction on how to get started.

If it is not possible for you to send e-invoices we can in some cases allow you to send pdf invoices by e-mail. Read more on page 5 *Other options to send invoices*.

### **Contact information**

If you have any questions regarding e-invoices please send an e-mail to:

[basware.central.services@trelleborg.com](mailto:basware.central.services@trelleborg.com)

Our Service provider is Basware:

[https://basware.service-now.com/bw?id=bw\\_kb\\_article&sys\\_id=b7ee4772db0e57002d0c1ded0b961992](https://basware.service-now.com/bw?id=bw_kb_article&sys_id=b7ee4772db0e57002d0c1ded0b961992)

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## **1 General invoice requirements**

*Most of the information on an invoice is required by law, but Trelleborg also demands some information that are important to enable automating invoice handling.*

### **Invoice content**

The table 'Invoice Content' (enclosure 1) lists which information should be included in your invoices to us. Suppliers are responsible for that rights fields are used and populated with right values.

In addition all invoices shall comply with legal requirements, tax regulations and regulations in accordance to each applicable country.

### **Fields used for automating invoice handling**

#### Reference person

It is mandatory to always use a reference on the invoice, your contact person will provide you with the correct information to use as a reference.

#### Purchasing Order

In some cases Trelleborg use purchase order number matching to automate invoice handling. Therefore, it is important that PO number is included on the invoice if your invoice is related to a purchase order. In some cases we prefer that one invoice contains items from only one Purchasing order. Please ask your contact person at Trelleborg to ensure that you are using the correct PO number.

#### Contracts number

In some cases Trelleborg use contract number matching to automate invoice handling. Therefore, it is important that contract number is included on the invoice if your invoice is related to a contract. Please ask your contact person at Trelleborg to ensure that you are using the correct contract number.

#### Other specific requirements

In addition to the requirements presented in this document some suppliers might be required to enclose additional information, such additional requirements will be regulated by your agreement with Trelleborg.

### **Other documents**

Only invoices (credit and debit notes) can be sent through this process. Please ask your contact person at Trelleborg where to send other documents (for example Reminders).

### **Right to reject incorrect Invoices**

Trelleborg reserve ourselves the right to reject invoices that:

- miss important invoice information
- have information in incorrect fields
- do not comply with instructions in this guide

## 2 General information regarding electronic invoices

*An e-Invoice is a digital, XML, representation of an invoice. Each sender and receiver must choose an operator, the operator takes care of the e-invoices exchange between sender and receiver.*

### Operator

In order to be able to send electronic invoices to us your company needs to be connected to an e-invoicing operator that is delivering electronic invoices through operator-to-operator traffic (O2O).

Contact your e-invoicing operator to make sure that they share O2O traffic with Basware. If they do, please forward this document to your operator as this document is instrumental to achieving correct invoice handling.

If your company does not have the possibility to send electronic invoices through an e-invoicing operator today, you are highly encouraged to connect to an operator as soon as possible.

You may choose any operator. The only pre-requisite is that your chosen operator can communicate with Basware (your operator should have an “Interoperability Agreement” with Basware).

### Format

We are able to receive invoices in all relevant standardized xml formats. Please contact Basware or your e-invoicing service provider for a detailed format description. It is important that the format can accommodate all fields required by us. Suppliers is responsible for that rights fields are used and populated with right values.

All fields should be without any type of formatting.

Format conversions between operators is governed by the contract between your e-invoice operator (if other than Basware) and Basware.

### Images

Invoice image (readable invoice representation) shall be attached in either PDF or TIFF format. If no invoice image is enclosed, a standardized invoice image will be generated. Please note that this generated image might not include all the information you would like to share.

### Valid invoice types

All invoice types to be distributed through this solution need to be Trelleborg supported invoice types. It should be noted that some invoice types might require additional content information which needs to be agreed with Trelleborg before sending the invoices.

### Attachments

In some cases, we need attachments to the invoice. Attachments holds additional information to justify the invoice.

Valid formats for attachments are TIFF, PDF and HTML.

### **3 Step by step instructions**

Here follow the steps for the e-invoice setup process.

#### **STEP 1: Correct e-invoice address**

Make sure you send the e-invoice to the correct e-invoice address. Invoices without a valid e-invoice address will not reach us. At [www.trelleborg.com](http://www.trelleborg.com), you will find e-invoice addresses and VAT-numbers for all companies within the Trelleborg Group that can receive e-invoices.

<https://www.trelleborg.com/en/contact--us/suppliers>

#### **STEP 2: Contact your e-invoice operator**

Make sure your operator has an interoperability agreement with Basware. Give them this document and inform them that you will start sending electronic invoices through Basware.

Basware Service Provider ID is BAWCFI22.

#### **STEP 3: Start sending e-invoices**

Please inform your contact person at Trelleborg before sending your first e-invoice.

Make sure the invoice meets our requirements regarding mandatory invoice fields, please see Enclosure 1.

The e-invoice will be sent through Basware Business Transactions and on to the correct Trelleborg Company for further processing.

Normally it is not necessary to send test-invoices. If you want to send a test invoice before your send your first live invoice please inform your contact person at Trelleborg. We will check your test invoice and confirm if the invoice has been received correctly.

Please remember to stop sending invoices in other ways (such as PDF in email or paper format) to us once you are in e-invoice production mode.

Trelleborg reserve ourselves the rights to, at a later stage, revert to you for your correction if we see that your e-invoices contain content errors according to our process.

## **4 Other options to send invoices**

If you are currently unable to send e-invoices, you are highly encouraged to connect to an operator as soon as possible.

In the meantime you can send PDF invoices via e-mail. At [www.trellberg.com](http://www.trellberg.com), you will find e-mail addresses and VAT-numbers for all companies within the Trelleborg Group that can receive pdf-invoices.

To find the requirements for sending PDF invoices see the following link:

[https://basware.servicenow.com/bw?id=bw\\_kb\\_article&sys\\_id=607b19adbbab13c4487cb9836b961927](https://basware.servicenow.com/bw?id=bw_kb_article&sys_id=607b19adbbab13c4487cb9836b961927)

Please note that we will accept paper invoices only in exceptional cases.

## Enclosure 1

### Required invoice information

#### Header

| Type of information                     | Comment  | Mandatory |
|---|--|-----------|
| Supplier e-invoicing address            |  | X         |
| Supplier legal company name             |  | X         |
| Supplier address                        |  | X         |
| Supplier organization number            | Local tax ID validation  |           |
| Supplier VAT number                     | If applicable  | X         |
| Supplier bank account number/SWIFT/IBAN |  | X         |
| Customer e-invoicing address            |  | X         |
| Customer legal company name             |  | X         |
| Customers delivery address              |  |           |
| Customers legal invoicing address       |  |           |
| Customers VAT number                    | If appropriate of reverse charge within EU   |           |
| Customer reference                      | Mandatory when reference to order number is not applicable   | X         |
| Invoice number                          |  | X         |
| Invoice date                            |  | X         |
| Due date                                |  | X         |
| Delivery date                           |  |           |
| Gross amount                            | Invoice sum including VAT  | X         |
| Net amount                              | Invoice sum excluding VAT  | X         |
| Currency                                | 3 character currency code  | X         |
| VAT amount                              |  | X         |
| Freight                                 |  |           |
| Surcharge                               |  |           |
| Reverse charge                          | Reference to the appropriate provision of the EU VAT-directive for reverse charge or VAT exemption |           |
| Contract number                         |  |           |
| Order number                            | PO-number is mandatory for invoices related to a purchase order                                    |           |

## Rows

| Type of information | Comment | Mandatory |
|---------------------|---------|-----------|
| Order row number    |         | X         |
| Quantity            |         | X         |
| Quantity Unit       |         |           |
| Net Sum             |         | X         |
| Product name        |         | X         |
| Buyer Product Code  |         | X         |
| Tax Percent         |         |           |
| Unit Net Price      |         | X         |
| Order Number        |         |           |