

## Telia Company Invoice Requirements

**Minimum requirements to be applied to invoices sent to a Telia Company. If these are not met, the invoice will be returned to the supplier.**

### The invoice must contain the following information:

- A correct invoice address must contain the name of the legal company, to which an order belongs. Due to tax legislation, it is not allowed to change the company name on a specific invoice.
- Make sure to always have a valid invoice reference (a Telia contact person is not sufficient):
  - Purchase order number: A valid purchase order number consists of 10 digits starting with either of the following combinations: 42, 43, 45 or 47
  - Contract reference number
  - WBS project number/Cost center/Internal order or Profit Center
- Item quantity
- Unit price (same currency as in contract and purchase order)

### Required tax information:

- Invoice number
- VAT registration number/Corporate identification number
- Applied tax rate
- VAT amount to be paid
- Reversed tax chargeability for construction companies
- F-tax card information

### Required bank information:

- Required information to be able to execute a payment
- Bank account/ PlusGiro/ Bankgiro
- OCR / invoice reference
- IBAN number
- SWIFT address

### Supplier Contact information

- Email address for supplier contact and/or a reference person
- Address (Street name and number, Postal Code and City)

## Telia Company Requirements for PDF Invoices

- The invoice must be in PDF file format.
- Each invoice must be a separate PDF file containing all of the pages of the invoice.
- An e-mail message may contain several attached invoices (PDF files) but maximum size per e-mail is 100 MB.
- Each PDF file must have a unique file name.
- E-mail messages containing only text, or any other attached media besides PDF files will not be able to be processed.
- This is an automatic process therefore your emails will not be read.

## Telia Company Invoice Recommendations

- Do not send duplicate or photocopies of your invoices.
- Do not submit invoice with manual alterations, invoice with manual alterations will not be accepted.
- Avoid sending invoices with color since it may affect the quality of the scanning process.
- The Purchase Order number should not be manually written on the invoice.
- Make sure to add key words in front of needed invoice information, etc **Your reference** in front of PO number, **Invoice number** in front of the actual invoice number (add blank spaces between the key word and information).
- All line items or Itemization on invoice must be exactly the same as provided in the Purchase Order to avoid any mismatch while posting of the invoice.

### Company information

Telia Company AB  
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Registered office: Stockholm  
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