



# Important information for you as a supplier to AB Euroform

To our supplier,

In order to improve our supplier invoice process AB Euroform has decided to change over to receive e-invoices from our suppliers.

By choosing e-invoicing Euroform and its suppliers will get a more efficient administration, make a positive effect on the environment and further strengthen our cooperation. Therefore we would like to ask you, as an important supplier to Euroform, to have fully completed the transition towards sending e-invoices by **01-07-2015 at the latest**.

Euroform offers you as a supplier access to Pagero Free Web portal which is a **cost-free service** which can be used by you to send e-invoices to Euroform. To start using this service, please register at [www.pagero.com/registration](http://www.pagero.com/registration) and enter **FreePortal\_EUROFORM**.

More information regarding e-invoices, the free web portal and the collaboration between Euroform and Pagero can be found at [www.pagero.com/euroform](http://www.pagero.com/euroform). Read more about the requirements for e-invoices to Euroform on the back of this letter.

## Questions?

### Contact at Pagero:

Pagero Contact Center

Phone: +46 (0) 31-730 88 30

E-mail: [info@pagero.com](mailto:info@pagero.com)

### Contact person at Euroform:

Maria Davidsson

Phone: + 46 (0) 140-38 49 12

E-mail: [maria.davidsson@euroform.se](mailto:maria.davidsson@euroform.se)

We hope that you, like us, see great advantages by sending e-invoices.

## Best regards

A handwritten signature in blue ink that reads "Maria Davidsson".

**Maria Davidsson**

CFO

AB Euroform



## Requirements for invoice content

Euroform will only accept electronic invoices and not paper invoices. Electronic invoices from the supplier must contain:

1. Supplier full name
2. The supplier's VAT registration number
3. Information about that the supplier possesses an F-taxbill
4. Supplier corporate registration number
5. Supplier reference person
6. Invoice date
7. Invoice number
8. Delivery date, when the business transaction occurred
9. When payment in Swedish currency, the supplier's Bg/Pg number must be specified
10. When payment in foreign currency, the supplier's IBAN/Swift number must be specified
11. Euroform's complete name
12. Euroform's order number
13. Euroform's reference person
14. Invoice amount
15. Currency
16. VAT must be separately specified
17. Specification of what the invoice relates to
18. One order number per invoice

More information regarding e-invoicing will be answered by Maria Davidsson, phone +46 (0) 140-384912 or e-mail [maria.davidsson@euroform.se](mailto:maria.davidsson@euroform.se) alternatively Euroform's purchasing department. Payment obligation occurs when Euroform received a correct electronic invoice.