

1.1 Invoicing Requirements

Document name

The document should clearly state **INVOICE, DOWNPAYMENT REQUEST** or **CREDIT NOTE**.

Invoice lines and credit lines cannot be sent in the same document.

Invoicing currency.

The invoice needs to have the same currency as the purchase order.

Address

The invoice should be sent to the address specified in the purchasing order or purchasing agreement.

Email Invoices

SKF accepts invoices as a PDF attachment in an email. All other files are automatically discarded by the system. PDF file cannot be password protected/security protected. The automated process can only process one invoice (number) per file

The automated mailbox is not monitored, Contact SKF AP Helpdesk directly for queries, notices and information on invoice payment

Invoices **not sent as pdf are not processed**

Organisation	Email Address
AB SKF	Supplierinvoices.abskf@skf.com
SKF SVERIGE AB	Supplierinvoices.skfsverigeab@skf.com
OY SKF AB	Supplierinvoices.oyskfab@skf.com

Invoicing Party

Suppliers having different Invoicing Party set up has to inform SKF before Purchase Order creation. The invoice will be rejected if the invoicing party on invoice does not match Purchase Order

Bank Details

The bank details on the invoice shall match SKF vendor master. In case you intend to change you need to inform SKF in advance to avoid rejections/ delays

SKF - Credit or Debit Note

All credit notes shall mandatorily reference previous invoice or Return PO as applicable

Each of credit Note line shall match to a corresponding PO Line.

Invoices without Purchase Order

*Supplying without Purchase order is generally not accepted practice. In case you are **specialy allowed by SKF Purchase** to supply without PO it is mandatory to quote SKF internal identification number (GADD ID) or correctly email address of the person who ordered*

Invoices lines without Purchase order and Purchase order cannot be in the same invoice.

Invoices with Purchase order

All invoice lines shall correspond to a Purchase order, item number and delivery note number. Alloy and scrap surcharges shall be on line level.

SKF expects one invoice line per delivery. Consolidated invoicing is not allowed (combining of many PO lines for same material). Adding Delivery note number on the invoice is expected but not mandatory.

Unit of measure mentioned in PO shall be used for invoice

Minimum Invoice Line Information

Purchase Order No /Schedule Order	Purchase order Line Number	UOM	Line Price	Tax Rate	Tax Amount
45000XXXX	0010	EA	100	25%	25

Eg.

Copy

Purchase order no: 4500000239 Purchase order date: 24.11.2016

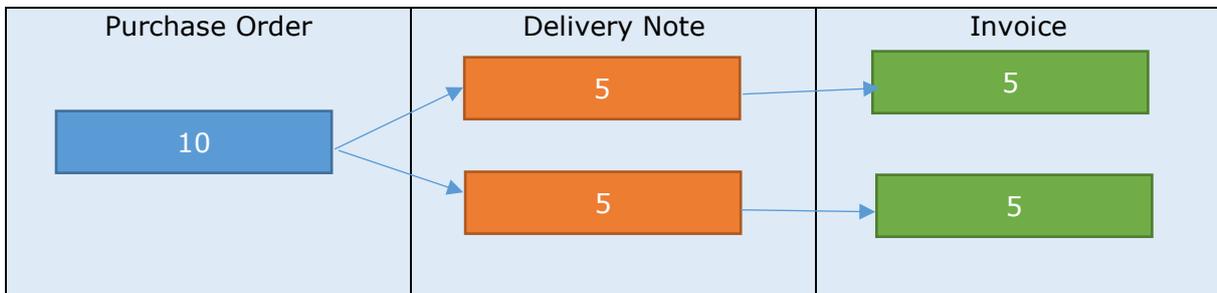
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXX

Delivery address
SKF Sverige AB
Godsmottagningen
von Utfallsgatan 4
SE-415 05 GÖTEBORG

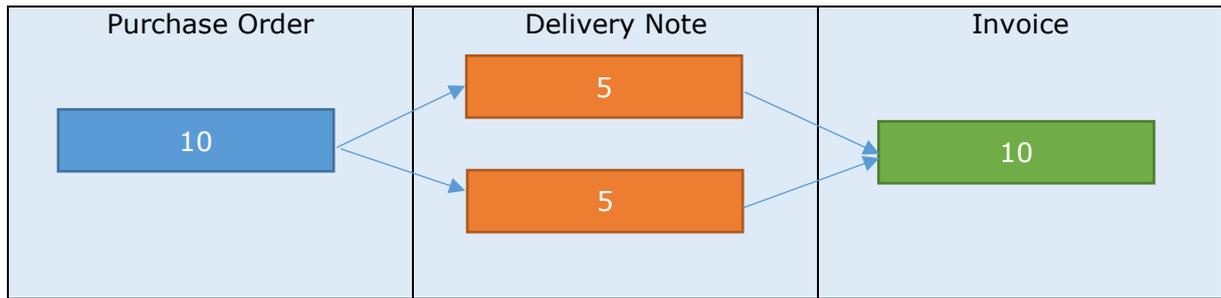
line no	Product no Description/Vendor mat. no	Delivery date	Qty	Unit	Net Price/unit	Total net line value
10	Honing Machine	24.11.2016	1	EA	1.000.000,00/1	1.000.000,00

Handling Multiple invoice lines

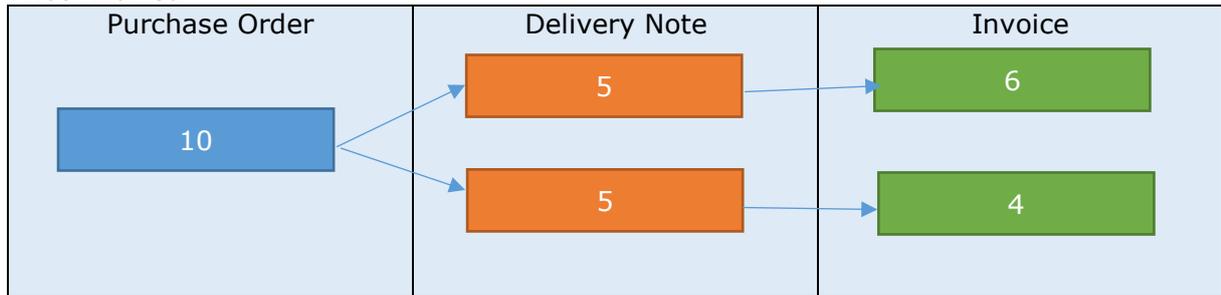
Allowed



Not Allowed



Not Allowed



Returned Invoices

Invoices with incomplete information as per **"legal/SKF requirements for invoices"** will be returned with a specified reason. Payment terms will be calculated from the arrival date of correct invoice.

The invoice will be returned to the email address maintained in SKF Vendor master

Reminders

All reminders should be sent to AP helpdesk **and not to** invoice receiving email address

Payment Terms:

All Payments is made strictly as per Purchase Order, Contract or Vendor Master. All payment terms on invoice are discarded

1.2 Standard Mail Texts

1.2.1 Read receipt: sent after a file is received and contains pdf files

To be implemented on a later date

Subject Line: Invoice Received

English

Dear Supplier,

We received your e-mail in our invoice mailbox. SKF accepts invoices as a PDF attachment in an email. All other files are automatically discarded by the system. PDF file cannot be password protected/security protected. The automated mailbox is not monitored, Contact SKF AP Helpdesk directly for queries, notices, reminders and information on invoice payment

Invoices **not sent as pdf are not processed**

You can refer to **SKF vendor invoice requirements**, which are publicly available in the SKF Supplier Portal (<http://www.skf.com>)

Swedish

Bästa leverantör,

Ert email har mottagits i vår fakturamailbox. Vänligen notera att SKF endast accepterar PDF som format för bifogade fakturor. Bifogade filer med annat format kommer automatiskt att sorteras bort. Bifogade PDF-filer får ej vara lösenordskyddade. Mailboxen hanteras helt automatiskt. Vänligen kontakta SKF AP Helpdesk gällande förfrågningar, noteringar, påminnelser eller information gällande betalningar.

Fakturor **ej skickade i PDF-format hanteras inte**

Vänligen se SKF vendor invoice requirements, som finns tillgängliga på SKF Supplier Portal (<http://www.skf.com>)

1.2.2 Exception: sent after a file is received and contains files other than pdf

Subject Line: Invoice Format Notification

English

Dear Supplier,

We received your e-mail in our invoice mailbox. We notice some of the invoice(s) attachments are not PDF format. The automated mailbox quarantines all Non-PDF files and **are not processed**. In case you want them processed you are expected to resend them as PDF.

We are looking forward to process your invoice(s) as soon as we have received correct invoice(s) with the complete set of required information. Please do not hesitate to contact **SKF AP Helpdesk** at either email at SKF.AP.Helpdesk.SWE@skf.com or via phone at 08-502 520 02 if you have any questions.

Swedish

Bästa leverantör,

Ert mail har mottagits i vår fakturamailbox. Vi har noterat att några av de bifogade filerna inte är i PDF-format. Vår automatiska fakturamailbox sorterar bort alla filer som inte är av PDF-format och dessa kommer inte att hanteras. Om de bifogade filerna ska hanteras behöver ni skicka in dem på nytt i PDF-format.

Vi ser fram mot att hantera era fakturor så fort vi har fått in korrekta fakturor innehållande all efterfrågad information. Vänligen tveka inte att kontakta **SKF AP Helpdesk** via email SKF.AP.helpdesk.SWE@skf.com eller per telefon 08-50252002 om ni har några frågor.

1.2.3 Invoice return: Sent if invoice does not adhere to SKF standards.

Subject Line: Invoice Rejection Notification

English

Dear Supplier,

The attached invoice(s) have not complied with the SKF vendor invoice requirements, which are publicly available in the SKF Supplier Portal (<http://www.skf.com>)

Please note that the invoice(s), which are hereby returned to you, have not been registered in the SKF Group bookkeeping system, so do not send a credit note for the returned invoice(s). Credit days will start to be deducted starting from the new invoice date.

The information ticked below has been missing on the invoice(s):

We are looking forward to process your invoice(s) as soon as we have received correct invoice(s) with the complete set of required information. Please do not hesitate to contact **SKF AP Helpdesk at** either email at SKF.AP.Helpdesk.SWE@skf.com or via phone at 08-502 520 02 if you have any questions.

Swedish

Bästa leverantör,

Bifogade faktura/or har inte uppfyllt SKFs krav på leverantörsfakturor, kraven finns tillgängliga på SKF leverantörsportal (<http://www.skf.com>)
Vänligen notera att fakturan/orna som returneras inte har blivit registrerade i SKFs bokföringssystem, skicka därför inte en kreditnota för den returnerade fakturan/orna. Kreditdagarna börjar dras av från och med det nya fakturadatumet.

Vi ser fram mot att hantera era fakturor så fort vi har fått in korrekta fakturor innehållande all efterfrågad information. Vänligen tveka inte att kontakta **SKF AP Helpdesk** via email SKF.AP.helpdesk.SWE@skf.com eller per telefon 08-50252002 om ni har några frågor.