

To our Suppliers outside of Sweden:

Instructions and requirements when invoicing European Spallation Source ERIC

Invoices sent to us must contain certain mandatory information. If the invoice is incomplete or incorrect, it will be rejected.

- Your legal name and address
- Your organisation and VAT registration number
- The invoice must be issued to "European Spallation Source ERIC" (see full address below)
- The VAT registration number for European Spallation Source ERIC (SE768200001801)
- Order number (PO number) and customer/contact person at European Spallation Source ERIC
- If the order number (PO number) is missing, a PCC/OCC number is required. This information is provided by your contact person at European Spallation Source ERIC.
- Invoice amount
- Invoice number
- Invoice date
- Specification of what the invoice relates to (ordered products/services rendered)
- Your bank details including IBAN and SWIFT
- Payment terms - 30 days after approved delivery



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https://chess.ess.lu.se/enovia/link/ESS-2595659_IJ211308.51166.63232.4342



Invoice submittal method

Send your PDF invoice to: invoices@ess.eu

All other formats are not accepted and the invoice will be rejected.

Invoices shall be submitted upon ESS confirmation of completion of relevant deliverables (i.e. documentation associated with a payment milestone, signature of delivery note for a physical delivery, documentation associated with advance payments, etc.).

Invoice Address

European Spallation Source ERIC
Box 176
221 00 Lund
SWEDEN

Organisation Number: 768200-0018

VAT Registration Number: SE768200001801

In case the invoice is rejected

Unless otherwise agreed, we will not accept late payment interest or administrative costs for corrections if the invoice deviates from the instructions above. In the event a new/supplemented invoice is issued, we will move the due date in relation to the time the complete invoice is received.

Questions

We are happy to help you. Please send questions to: invoices@ess.eu.