

*To our Suppliers in 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 and information of "F-skattsedel"
- The invoice must be issued to "European Spallation Source ERIC" (see full address below)
- 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 and VAT amount
- Invoice number
- Invoice date
- Specification of what the invoice relates to (ordered products/services rendered)
- Your bank details: Bankgiro for invoices in SEK, IBAN and SWIFT for invoices in other currency
- Payment terms - 30 days after approved delivery



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<https://chess.ess.lu.se/lenovia/link/ESS-2595663.1/21308.51166.32512.18769>

### *Invoice submittal method*

We recommend electronic invoices. Our GLN: 7367682000012

If this is not possible please send your PDF invoice to: [invoices@ess.eu](mailto: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](mailto:invoices@ess.eu).

