

## **Invoice requirements**

Invoice should contain:

- Supplier's VAT registration number (for suppliers outside of EU use business registration number or similar)
- Customer's VAT number (for Skanska VAT numbers see [http://www.skanska.se/en/Om-Skanska/For-leverantorer/Invoicing/PDF Skanska Corporations in Sweden](http://www.skanska.se/en/Om-Skanska/For-leverantorer/Invoicing/PDF_Skanska_Corporations_in_Sweden))
- Issued to correct legal entity (follow above link for PDF document of all Skanska companies)
- Cost code (kodsträng)/Purchase order number. A three way combination that contains (5-6 figures)-(1-15 figures/characters)-(4 figures) separated by hyphens.
- Supplier's bank details (IBAN and BIC code etc for international transfers). Please note that within EU/EES an IBAN is mandatory for payments in Euro.
- Currency
- For goods within European Union, state CN8 code, weight and amount
- For goods/service within the European Union please state appropriate text regarding reverse charge, for example "Reverse charge, intra community supply"
- For construction services carried out on property in Sweden, please state "Reverse charge for construction services"

Invoice address:

*Skanska company*  
BOX 54  
233 22 SVEDALA  
SWEDEN

If you have any questions, please contact us:  
**[affarsstod@skanska.se](mailto:affarsstod@skanska.se)**