



## Appendix 1: Information to be stated on each invoice

All information should be stated clearly.

Any invoice submitted by you as a supplier should comply with all local legal demands, norms, and regulations.

If the required information is not stated on the invoice, we reserve the right to return it to you. We may ask for a correction, or a credit note and a new invoice, and this may result in longer handling times and delays in payment.

Please make sure your contact details are up to date.

Each **invoice/ credit note** needs to include the following information:

Information	Description
Document Type	Invoice/credit note/debit note/down payment document
Your (Supplier) name and legal address	
Document Number	Invoice number/credit note number etc
Original Invoice Number	A reference to the original Invoice Number must be stated on credit notes
Original Invoice Date	Original Invoice Date to be stated on the credit notes
Document Date	Date of issue
Net Amount	
VAT/Tax Amount	
Gross Amount	
Purchase Order Number	Ask your IKEA (Ingka Group) contact if the number is missing or if you are unsure. <b>Please note:</b> If your invoice is referencing several purchase orders, relevant purchase order number must be clearly stated per invoiced item
Buyer (Ingka company) name and address	Make sure to specify the official IKEA (Ingka Group) company name and address
Buyer VAT/tax ID	
Delivery address of goods/services including country	Note that if the delivery address is different from the official company address, both must be stated
Invoice Currency	
Supplier VAT/tax ID	If supplier is VAT registered
Payment Terms	
Ship from country	
Mode of transportation	
Delivery terms	INCO terms



Header Text	Free text - additional information regarding content of the invoice such as: - Project code, if applicable and provided by IKEA (Ingka Group) - Cost Center, please ask your IKEA (Ingka Group) contact for information
VAT/Tax Amount in Local Currency	
Exchange rate VAT/tax in local currency	
Buyer name and e-mail	Please include your IKEA (Ingka Group) contact person's name and e-mail address on the invoice
Payment Reference	For example: OCR number, FIK numbers, ESR codes (specific to certain countries)
Bank name and account details	
Date of supply	
Unit of measure	
Quantity	Must be stated per invoiced item
Item amount	
Item price	
Description of material or service	Must be stated per invoiced item
Purchase order line number	If several items are invoiced as per purchase order, line item order on the invoice <b>MUST</b> match the order on the PO
Country of item origin	
Delivery note number	Where applicable