



IKEA/Ingka Invoice requirements Country Sweden

**Information and requirements to support a
smooth invoicing process**

INGKA®



Content

- 1 IKEA/Ingka companies in scope
- 2 Invoice Requirements
- 3 Invoicing methods
- 4 Peppol addresses
- 5 Pdf invoicing instructions & addresses
- 6 How to get support & FAQ

Company Addresses in scope*

Company	Org number	Address
Ingka Services AB	556608-1351	Ingka Services AB 205 28 Malmö
Ingka AB	556809-9963	Ingka AB Box 700 343 81 Älmhult
IKEA Svenska Försäljnings AB	556074-7569	IKEA Svenska Försäljnings AB Box 200 260 36 Ödåkra-Väla
IKEA Svenska AB	556329-6044	IKEA Svenska AB Box 701 343 81 Älmhult
IKEA IT AB	556322-9540	IKEA IT AB Box 700 343 81 Älmhult
Ingka Procurement AB	556332-7419	Ingka Procurement AB 205 28 Malmö
IKEA Retail Services AB	556661-0886	IKEA Retail Services AB C/O IKEA AB Box 700 343 81 Älmhult

* Ingka Centres excluded

Company Addresses in scope^{*}

Company	Org number	Address
Ingka Örebro Retail Centre AB	556664-5015	Ingka Örebro Retail Centre AB Box 700 343 81 Älmhult
Ingka Gallerian Stockholm AB	559308-6548	Ingka Gallerian Stockholm AB Box 700 343 81 Älmhult
Utforska Drottninghög	559308-6530	Utforska Drottninghög AB Blåkullagatan 40 254 57 Helsingborg
Glötesvålen Vind AB	556773-3869	Glötesvålen Vind AB C/O IKEA AB Box 700 343 81 Älmhult
Kvarnforsens Nät AB	556740-0782	Kvarnforsens Nät AB C/O IKEA AB Box 700 343 81 Älmhult
Ingka GreenTech AB	556745-3328	Ingka GreenTech AB 205 28 Malmö
Ingka NB AB	559487-7051	Älmhultsgatan 2, 215 86 Malmö

Invoice requirements

As supplier you are responsible for making sure your invoice contains all necessary information, as per below, and complies to all local legal requirements

Supplier information	IKEA/INGKA information	Purchase Order information (PO)	Additional information
• Company name • Street address • Zip-code • City • Contact email address • EU VAT number • In case of EU bank accounts: IBAN number, SWIFT, Bank name • In case of NON-EU bank accounts: account number, SWIFT, routing number (ABA/ACH/Wire/Bank code/CNAPS/IFSC Code), bank • BG or PG number for SE domestic suppliers • Currency • Payment terms	• IKEA full entity name • Store name/number (if applicable) • Store/IKEA entity address • IKEA VAT number • Contact name at IKEA	• Correct PO number If you have multiple entities with different account/VAT numbers, please ensure that the invoice is issued with the details provided in the received order • Ensure the product quantity and price match the received order. • Use the same product description as in the received order. • Follow the same sequence of products on the issued invoice as in the received order.	• Ensure the document includes an invoice number, and terms like "Faktura" or "Invoice". • For credit notes, ensure that the original invoice reference number is included. • If you are invoicing for a service, please make sure you state where the service was carried out (applies to non-domestic vendors) • Billing Proposal number for CFF* If you are delivering direct services to CFF, you must include the billing proposal number on the invoice.

Invoicing methods in Sweden

IKEA promotes a more efficient and environmentally friendly handling of supplier invoices and recommends suppliers to send electronic invoices (e-invoices).

If this is not possible, pdf invoices by email is the alternative.

- ✓ **Electronic invoicing via Peppol**
 - ✓ **Electronic invoicing via Tungsten Automation**
 - ✓ **PO flip electronic invoicing via SAP Business Network**
-
- PDF Attachment to Email – see following slides
 - SAP Business Network integration



Peppol Addresses*

Company	Org number	Address
Ingka Services AB	SE556608135101	0007:5566081351
Ingka AB	SE556809996301	0007:5568099963
IKEA Svenska Försäljnings AB	SE556074756901	0007:5560747569
IKEA Svenska AB	SE556329604401	0007:5563296044
IKEA IT AB	SE556322954001	0007:5563229540
Ingka Procurement AB	SE556332741901	0007:5563327419
IKEA Retail Services AB	SE556661088601	0007:5566610886

* Ingka Centres excluded

Peppol Addresses*

Company	Org number	Address
Ingka Örebro Retail Centre AB	SE556664501501	0007:5566645015
Ingka Gallerian Stockholm AB	SE559308654801	0007:5593086548
Utforska Drottninghög	SE559308653001	0007:5593086530
Glötesvålen Vind AB	SE556773386901	0007:5567733869
Kvarnforsens Nät AB	SE556740078201	0007:5567400782
Ingka Greentech	SE556745332801	0007:5567453328
Ingka NB AB	SE5594877051	0007:5594877051

* Ingka Centres excluded

Information for sending invoices as PDF attachments

If electronic invoicing isn't possible, pdf invoices are allowed but please ensure the below requirements are met, else there is a risk of having the invoice rejected.

- **There is one email address per legal/buyer entity** (Please refer to next page).
- The email address must be entered in the recipient "TO" field in the email message. Multiple email addresses are not supported in "TO"-field.
- Only PDF attachments are accepted.
 - Supported and required PDF formats: 1.2, 1.3, 1.4, 1.5, 1.6, 1.7 and PDF/A-1, PDF/A-2, PDF/A-3
 - If an email also contains other non-valid attachments (i.e. .docx) only the PDF attachment will be processed, and rest of the attachments will be ignored without any acknowledge to Sender or Customer.
 - One attachment is one invoice. If one attachment includes several invoices, they are handled as one
- One attachment must contain both invoice and its appendixes. If the invoice and its appendixes are in separate files, they are not handled as one invoice. The separate appendix is rejected.
- One email can include up to 10 attachments.
- Maximum size for one attachment or one email in total is 10 MB.
- Maximum layout size for an attachment is A4 (no minimum size limitation).
- Maximum page limit for one attachment (one invoice) is 500 pages.
- PDF files cannot be encrypted or password protected.
- Fonts need to be included in the PDF if it contains text layouts.
- The email shall follow standard protocols Java based encoding, MIME 1.0/1.1 with RFC 5322, 2231 and 2045.

Email addresses for invoices sent as pdf attachments

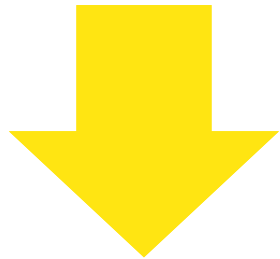
These addresses are only to be used for sending invoices and credit notes. Any other type of documents will be rejected and not read.

Buying Company Name	Email address
Ingka Services AB	ikea000002-se-0950-idf1@pdfinbound.com
Ingka AB	ikea000002-se-2102-idf1@pdfinbound.com
IKEA Svenska Försäljnings AB	ikea000002-se-2110-idf1@pdfinbound.com
IKEA Svenska AB	ikea000002-se-2115-idf1@pdfinbound.com
IKEA IT AB	ikea000002-se-2120-idf1@pdfinbound.com
Ingka Procurement AB	ikea000002-se-2133-idf1@pdfinbound.com
IKEA Retail Services AB	ikea000002-se-2142-idf1@pdfinbound.com
Ingka Örebro Retail Centre AB	ikea000002-se-7592-idf1@pdfinbound.com
Ingka Gallerian Stockholm AB	ikea-SE-4184-idf1@pdfinbound.com
Utforska Drottninghög	ikea-SE-2107-idf1@pdfinbound.com
Glötesvålen Vind AB	ikea000002-se-2105-idf1@pdfinbound.com
Kvarnforsen Nät AB	ikea000002-se-2106-idf1@pdfinbound.com
Ingka GreenTech AB	ikea000002-se-2138-idf1@pdfinbound.com
Ingka NB AB	ikea000002-se-6000-idf1@pdfinbound.com

How to get Support

Finance Support

- Invoice Status
- Invoice Dispute
- Remittance Advice
- Payment reminders



accounts.payable.se@ingka.ikea.com

Procurement Support

- Questions related to SAP Business Network Purchase Orders
- Change of your company address
- Change of your PO receiving e-mail address



procurement.operations.se@ingka.ikea.com

FAQ

Q: We are interested in e-invoicing, how can we get support to set it up?

A: peppol.invoice.se@ingka.ikea.com

Q: Why do we sometimes receive emails from cbd.ssc.poz@ingka.ikea.com and is there any action needed?

A: It is the supplier data confirmation team, asking you to confirm VAT/bank details.

Q: Why can I only send my invoice through either PDF or electronically – If I use several methods I will be sure you have received it.

A: Duplicate invoices requires a lot of manual administration which is very time consuming.

Q: How do I know if you (IKEA) have received my invoice?

A: If you are unsure, contact accounts payable before sending a new invoice

Q: Why is it preferable to have the invoice in black text on white background?

A: It enables automatic invoice processing

Q: Why can't I send PO confirmation via the pdf invoice address?

A: We can only handle invoices and credit notes via that address

Q: Why does IKEA prefer digital invoices and not hand-written?

A: The data from your invoices is extracted automatically and handwritten invoices require a lot of manual administration

