



# **IKEA/Ingka Invoice requirements Poland**

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

**INGKA<sup>®</sup>**



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# Company addresses in scope<sup>\*</sup>

Company code	Company	VAT Registration number / NIP number	Company address
5320	IKEA Distribution Services SA	5270203626	Pl. Szwedzki 3, 05-090 Janki
5330	IKEA Retail Spolka Z.O.O	5270103385	Pl. Szwedzki 3, 05-090 Janki
5331	Inwestycje Wiatr Projekt Sp z o.o.	6422562692	Pl. Szwedzki 3, 05-090 Janki
5332	Bukowsko Wind Energy Sp z o.o.	9542559866	Pl. Szwedzki 3, 05-090 Janki
5333	Energia Wiatrowa Sp z.o.o.	7742661321	Pl. Szwedzki 3, 05-090 Janki
5334	Wind Field Sp. Z o.o.	5342269268	Pl. Szwedzki 3, 05-090 Janki
5338	Eviva Gizalki Sp. z o.o.	8421715054	Pl. Szwedzki 3, 05-090 Janki
5339	Elektrownie Wiatrowe Wschod Sp. z.oo	7010137968	Pl. Szwedzki 3, 05-090 Janki
5340	Ingka Business Service Center Sp.z o.o	5272625857	Pl. Szwedzki 3, 05-090 Janki

\* Ingka Centres excluded

# 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

- Company name
- Street address
- Zip-code
- City
- Contact email address
- **EU VAT / NIP 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
- Currency
- Payment terms

## IKEA/INGKA information

- **IKEA** full entity **name**
- **Store** name/number (if applicable)
- Store/IKEA entity **address**
- **IKEA VAT / NIP** number
- Contact name at IKEA
- **Important for Polish establishments such as hotels, restaurants or retail stores**: If the charges have been paid for with cash or credit card by an Ingka employee – make sure to fill in the following fields before submitting the invoice via KSeF: **Podmiot3**, set the **role** field to **11**, meaning **employee** and add the **co-worker's email address**.

## Purchase Order information (PO)

- 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.

## Additional information

- Ensure the document includes an invoice number, using terms like **“Rechnung”** 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.
- 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 Poland

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

## Domestic invoices:

- ✓ Electronic invoices via KSeF government portal

## Non domestic invoices:

- ✓ PDF Attachment to Email – See slides 6-7 – **NEW ADDRESSES**



# Information for sending invoices as PDF attachments

If electronic invoicing isn't possible, pdf invoices are allowed for non-domestic invoices, 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 8.5 x 11 (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.

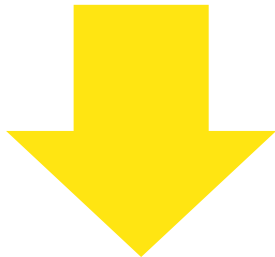
# PDF Email Addresses in scope – NEW ADDRESSES

Company code	Company	PDF email addresses
<b>5320</b>	IKEA Distribution Services SA	<a href="mailto:ikea000002-pl-5320-idf1@pdfinbound.com">ikea000002-pl-5320-idf1@pdfinbound.com</a>
<b>5330</b>	IKEA Retail Spolka Z.O.O	<a href="mailto:ikea000002-pl-5330-idf1@pdfinbound.com">ikea000002-pl-5330-idf1@pdfinbound.com</a>
<b>5331</b>	Inwestycje Wiatr Projekt Sp z o.o.	<a href="mailto:ikea000002-pl-5331-idf1@pdfinbound.com">ikea000002-pl-5331-idf1@pdfinbound.com</a>
<b>5332</b>	Bukowsko Wind Energy Sp z o.o.	<a href="mailto:ikea000002-pl-5332-idf1@pdfinbound.com">ikea000002-pl-5332-idf1@pdfinbound.com</a>
<b>5333</b>	Energia Wiatrowa Sp z.o.o.	<a href="mailto:ikea000002-pl-5333-idf1@pdfinbound.com">ikea000002-pl-5333-idf1@pdfinbound.com</a>
<b>5334</b>	Wind Field Sp. Z o.o.	<a href="mailto:ikea000002-pl-5334-idf1@pdfinbound.com">ikea000002-pl-5334-idf1@pdfinbound.com</a>
<b>5338</b>	Eviva Gizalki Sp. z o.o.	<a href="mailto:ikea000002-pl-5338-idf1@pdfinbound.com">ikea000002-pl-5338-idf1@pdfinbound.com</a>
<b>5339</b>	Elektrownie Wiatrowe Wschod Sp. z.oo	<a href="mailto:ikea000000-pl-5339-idf1@pdfinbound.com">ikea000000-pl-5339-idf1@pdfinbound.com</a>
<b>5340</b>	Ingka Business Service Center Sp.z o.o	<a href="mailto:ikea000000-pl-5340-idf1@pdfinbound.com">ikea000000-pl-5340-idf1@pdfinbound.com</a>

# How to get Support

## Finance Support

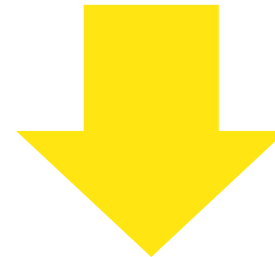
- Invoice Status
- Invoice Dispute
- Remittance Advice
- Payment reminders



[Accounts.payable.pl@ingka.ikea.com](mailto:Accounts.payable.pl@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.pl@ingka.ikea.com](mailto:Procurement.operations.pl@ingka.ikea.com)

# FAQ

**Q:** Why do we sometimes receive emails from [supplier.registration@ikea.com](mailto:supplier.registration@ikea.com) or [Procurement.operations.pl@ingka.ikea.com](mailto:Procurement.operations.pl@ingka.ikea.com) and is there any action needed?

**A:** It is the supplier data confirmation team, asking you to confirm 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, and may delay payment.

**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

