

Invoicing Instructions Husqvarna AB



1. Introduction

Invoices within Husqvarna AB are processed through an automatic matching in our systems. When an invoice is missing necessary information, the matching has to be performed manually which results in delays and a risk for postponed payments. For invoices that do not match with the below requirements, we have the right to return to the supplier for completion of missing information. A new invoice should then be issued with a new due date. If our payment is delayed due to lack of information or other cases that are not a result of our doing, as per below, we will not accept any penalty interest or similar charges.

All invoices shall be sent in pdf-format to invoices.se@husqvarnagroup.com (except for those sent by EDI or other electronic invoice formats). We also accept invoices to the below billing address by regular mail, but prefer e-mailed invoices. In case of questions regarding this document, please contact accounts.payable@husqvarnagroup.com

2. Necessary information on invoices

- Supplier contact information
- VAT registration number
- Organisation number (N/A non-SE suppliers)
- Bankgiro/Postgiro (Swedish suppliers)
- IBAN
- SWIFT
- Invoice address: Husqvarna AB
EM-FHR
561 82 Huskvarna
- Invoice number
- Invoice date
- Your supplier number at Husqvarna
- Husqvarna's order number/contract number
- Requestor / Orderer (Full name of person who placed the order from Husqvarna)
- Delivery address
- Delivery note number
- Husqvarna's article number
- Quantity
- Unit price
- Row total

3. Clarification regarding information on invoices

For invoices referring to services, tools, samples, price correction invoices/credit notes etc. a requestor / orderer should be added alongside Husqvarna's purchase order number. If a requestor / orderer or Husqvarna's purchase order is missing or incorrect, the invoice will be returned to the supplier for completion thereby delaying the payment process.

Invoices referring to serial deliveries to all Husqvarna factories are subject for automatic matching. The parameters used for matching of serial delivery invoices are supplier number, Husqvarna part number, quantity and delivery note number (invoices referring to spare parts are matched using Husqvarna order number instead of the delivery note number.) These figures must be equivalent on both invoices and the delivery note and other documents sent with the goods for a successful match. If this is not in place there is a risk for payment delay. As a supplier using Husqvarna AB web-portal, the data given in the web portal shall also be equivalent to the data on all documents.

If the invoice refers to one delivery containing one or many articles, sent with only one delivery note, then one delivery note number may be given for the entire invoice. (See example below). If the invoice instead refers to more than one delivery sent with more than one delivery note, then the delivery note numbers must be specified for each row of the invoice.

It is not allowed to mix different types of orders on the same invoice since these are handled in separate invoice flows (serial deliveries, spare parts and tools/samples). All invoices should be issued in Swedish or English.

This invoice example is meant to illustrate what information that is important for Husqvarna AB when matching invoice and delivery note. This information shall be given on invoices sent from our suppliers. Generic rules and regulations for how an invoice shall be written must still be closely considered.



Example Company Inc
Box 123
123 45 Example City

Delivery address
Husqvarna AB
Drottninggatan 2
561 82 Huskvarna

Invoice

Example Company Inc	Husqvarna AB
Telephone	Drottninggatan 2
036-11111	Huskvarna 561 82
Fax	Reference
036-22222	Ours: Anders Andersson
Board location	Yours: Sven Svensson
Example City	Telephone
Organisation No	036-33333
123456789	Fax
VAT registration No	036-44444
SE123456789	E-mail
Giro Account No	anders.andersson@husqvarna.se
1234567	

Invoice /	Date	Expiration Date
91743	2010-06-22	2010-07-21
Husqvarna Supplier Number		Delivery Terms
26311		EXW Example City
Conditions of Payment		Way of Delivery
30 days net		Freight Company Inc , Pieces

Delivery Note Number
115494

Husqvarna Contract/ Order No	Husqvarna Part No	Quantity	Unit	Price per unit	Currency	Item Denomination	Price
123456	503828501	1000	piece	1,00	SEK	SINTERPLUGG	1 000,00

This invoice refers to one delivery containing one or many articles, sent with only one delivery note. One delivery note number can therefore be given for the entire invoice.

If the invoice instead refers to more than one delivery sent with more than one delivery note. Delivery note numbers must then be specified for each row of the invoice.

Net Amount		SEK	1 000,00
Total VAT	25%	SEK	250,00
Total		SEK	1 250,00

Location	Example Company Inc	Telephone	036-11111
123 45	Location in Example City	Fax	036-22222
Example City	Org. No 556123456	VAT No	SE123456789