

# Supplier Invoice Requirements

## Mandatory information

- **Invoice heading, Number and Date**

Suppliers are required to issue invoices with a heading stating "invoice" or "credit (note)"

- **Legal company name and VAT number**

Please see enclosed list of correct company names and addresses

- **Delivery Address**

Delivery address should be stated where relevant. This is particularly relevant when delivery takes place on board our ships and therefore not subject to VAT. Supply of services and goods for use onboard in international traffic are not subject to VAT according to Article 148 VAT Directive

- **Invoice Reference**

"Your reference" should always be stated on invoice and contain First- and Surname, or ship number + department when delivery is to ship. (for Stena Line Ltd, there are buyer references 5 or 6 positions)

- **Purchase order number**

Order number should be stated

Warehouse orders		Order number: 5 digits
LS orders		Order number: 8 digits
AMOS orders	Order number format:	NNNA-NNNN-NNNN
Medius orders	Order number:	MF- followed by digits

- **Supplier Name, Address and VAT number**

If the supplier isn't registered for VAT, the corporate identity number or personal identity number must be stated.

- **Date of supply**

Date of supply (also known as tax point) to the customer if this is different from the invoice date.

- **Description and Quantity of Goods or Services**

The supplier must provide a description sufficient to identify the goods or services supplied.

- Unit price or rate, excluding VAT
- Quantity of goods or extent of services
- Rate of VAT that applies to what's sold
- Rate of any discount
- Total amount VAT charged

- **Total invoice Amount and Invoice Currency**

The supplier must clearly state total invoice amount and invoice currency to ensure correct scanning. If invoice currency is another currency than local currency, the supplier should state VAT amount in both currencies. E.g. if a Swedish supplier invoices us in EUR but applies Swedish VAT, the VAT amount should be stated in EUR and in SEK

- **Payment terms**

Payment term should always be at least 30 days.

We don't handle proforma invoices or prepayment.