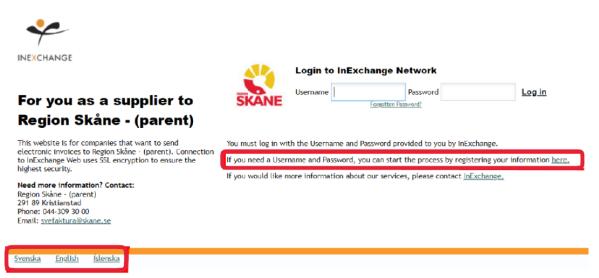
How to send an E-Invoice through InExchange step by step:

1. Create an InExchange account. It is a free service which Region Skåne provides. click here



Register by clicking on the link which is marked (see picture above).

Fill in your Email and Company name. Select your country.

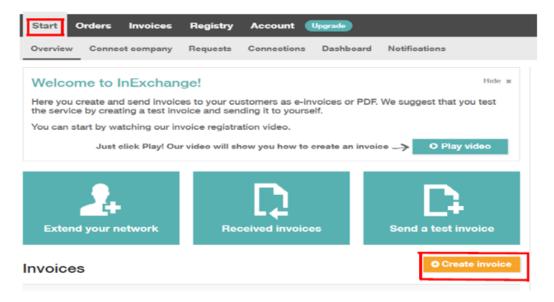
| Email | | |
|--------------|--|---|
| Company name | | |
| Country | | |
| SWEDEN | | ~ |

When you click "Create my Account" you will be receiving an email with a one-time password.

2. Now that you have a InExchange account, you can login to start the process of invoicing.

3. Fill in all **your** personal- and banking details under the headline "Account". Please see **Appendix 1** (page 4)

4. Now that you have finished adding account details, proceed to creating the Invocie by going to headline "start" and clicking on "Create Invocie".



Find the correct customer by typing in **our** Company name **or** our Global Location Number (GLN can be found in Appendix 2 page 6).

| Create in | voic | Change to credit note | | Create tes | t invoice |
|-----------|------|--|--------------------|-----------------|-----------|
| Customer | = | Name, customer no., company reg. no. or GLN | Invoice no. | | |
| | | • To select a customer for this invoice, start typing a customer name. | Invoice date | 2022-03-17 | |
| | | | Due date | | () |
| | | | Your reference no. | | |
| | | | Your reference | | |
| | | | P.0. no. | | |
| | | | Show additi | onal references | |

5. "Edit Customer" window will open automatically. If not, click on "edit customer"

Create invoice Change to credit note

| Customer | N00006, Visit Skåne | AB | | | | |
|---------------------|--|--------|----------|------------|----------|------------|
| Company reg. no. | 556747-5198 | | | Swedish | SEK | E-invoice |
| Billing address | Visit Skåne AB 205 01 Malmö SWEDEN | Delive | ry addre | ss Ad | d delive | ry address |
| Payment terms | 30 days | Delive | ry terms | | | |
| Terms of interest % | | Delive | ry date | | | |
| | | | Change | e customer | Edi | t customer |

Fill in information which is provided in **Appendix 2 (page 6)**. It is important that you fill in the same information as provided.

The 6 code reference – should be provided by your contact info.

Payment terms – Always 30 days – Our policy.

Currency – choose the currency you would like to invoice us in.

When you are done, click Save.

6. Fill in the invoice description and amount,

| Item | Description | Quantity | Unit | Unit price | Discount % | VAT 🥐 | Amount excl. VAT |
|---|-------------|----------|------|------------------------------|------------|-----------------------|------------------|
| + | | 1 | | | | 25.00 - | 0.00 |
| Add new line Change VAT-rate on all rows Add discount Add charge Amount excl. VAT | | | | | | | 0.00 |
| · · · · · · · · · · · · · · · · · · · | | - | | | | VAT 25% | 0.00 |
| | | | | | | Total (SEK) | 0.00 |
| Invoice comment | | | | Attachments Upload a file | | or simply drag & drop | files here |
| Remove invoice | Preview | | | | O New inv | voice Save dra | ft Continue → |

7. Always remember to upload any attachments such as receipts you might have or other invoice details which has a connection to the costs.

8. Press "Continue" and proceed

9. Control that everything is correct in the invoice and then press "Process Invoice"

10. You have now successfully sent in your E-invoice

(Appendix 1). Click on Account and profile. Then fill in your information.

| X = Field to fill in. |) | | |
|-------------------------|---------------------------------|---------------------------|---|
| Start Orders Invoices 🧕 | Registry Acco | Upgrade | |
| Profile Settings | | | |
| X Name of company | | | # I |
| sends | | PURCHASE ORDERS | CATALOGS C Add service to send |
| receives | CG Add service to receive | Add service to receive | Add service to receive |

| CONTACT INFORMA | TION | |
|---------------------|--------------|------------------------|
| GENERAL O | 1 NIN | |
| your-email@address | com | your-email@address.com |
| Name: | Phone: | Cancel Save |
| Х | X | |
| Language: | Email: | |
| X | ¢ X | |
| REQUESTS/CONNEC | TIONS @ | |
| INVOICE CONTROL, E | RROR @ | |
| your-email@address | com | your-email@address.com |
| PDF INVOICES, REPLY | TO ADDRESS 🔞 | |

| COMPANY NAME | ADDRESS | COMPANY REG. NO. | PHONE | | |
|----------------|-------------|--|-------------------|--|--|
| X | X | X | X | | |
| COMPANY NAME 2 | POSTBOX | VAT REG. NO. | FAX | | |
| | X | X | | | |
| | POSTAL CODE | GLN | HOME PAGE | | |
| | X | X if applicable | | | |
| | CITY | Changing sensitive business information @ | LINK TO MORE INFO | | |
| | X | | | | |
| | COUNTRY | | | | |
| | X | 2 | | | |

| PLUSGIRO | |
|-----------|----------------------------------|
| × | applicable for Swedish company |
| BANK NAME | |
| | leave blank |
| IBAN | |
| X | applicable for foreign companies |
| | Cancel Save |
| | BANK NAME |

| INVOICE SETTINGS | | |
|------------------|-----------------|--|
| PHONE | SITE | INVOICE COMMENT |
| FAX | OUR REFERENCE | TAX CERTIFICATE Has tax certificate |
| EMAIL | CURRENCY SEK | DEFAULT CUSTOMER LANGUAGE Swedish |

EXTENDED INVOICE SETTINGS

REVERSE CHARGE (OMVÄND BETALNINGSSKYLDIGHET) Not applicable for Swedish companies

Enabling this option allows you to create invoices with reverse tax liability. When this is enabled: a checkbox for reverse tax liability will appear when registering invoices. Read more about reverse tax liability at www.skatteverket.se

Bills according to the rules for reverse charge.

Note: If you are a foreign company with a VAT number, please check in the box "Reverse Charge".

ø

Exception rules exist for certain goods and services - if the cost is an exception, DO NOT tick the box.

If the cost of service is not an exception, tick the box.

For more information, please click on the link, <u>https://www.skatteverket.se/download/theVATbrochure</u>

| NUMBER SEQUENCES | | |
|------------------------|--|--------------------------|
| | ce - InExchange Web is only used for inputting invoices. This me to maintain a unique number sequence for created invoices. | ans that it is up to the |
| | | |
| USER INFORMATION | | |
| NAME | | |
| your name | | |
| USERNAME | | |
| your username | | |
| EMAIL | | |
| your-email@address.com | | 1 |

(Appendix 2).

= Mandatory field to fill in

/ = Leave blank

Create a new customer

| Customer inform | ation | Billing address | | | |
|--------------------|--------------------------------|------------------|------------|-------|---|
| Customer no. | N00006 | Department | Visit Skår | ne AB | |
| Name | Visit Skåne AB | Postbox | | | |
| Company reg. no. | 556747-5198 | Address | | | |
| VAT no. | SE556747519801 | Postal code/City | 205 01 | Malmö | |
| GLN | 7322733065709 | Country | SWEDEN | 1 | ~ |
| Your reference no. | 6 number code of the reference | | | | |
| Your reference | 1 | | | | |
| Your contact | Name of your reference | | | | |

| Invoice settings | | Delivery address | i | | |
|---------------------|---------------------------|-----------------------------|----|----------------------|------|
| Delivery terms | / | Department | 1 | | |
| Payment terms | 30 days | Postbox | 1 | | |
| Terms of interest % | 1 | Address | 1 | | |
| Currency | Select the applicable | Postal code/City | 1 | 1 | |
| Send as | E-invoice | ÷. | | | _ |
| Send to (when PDF) | 1 | Country | / | | \$ |
| Language | Select English or Swedish | \$ | Co | ppy from Billing Add | ress |
| Connection to In | Exchange Network 🛛 | | | | |
| Company | Visit Skåne AB | | | | |

Cancel

Save

×