

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](#)

INEXCHANGE

For you as a supplier to Region Skåne - (parent)

This website is for companies that want to send electronic invoices to Region Skåne - (parent). Connection to InExchange Web uses SSL encryption to ensure the highest security.

Need more information? Contact:
Region Skåne - (parent)
291 89 Kristianstad
Phone: 044-309 30 00
Email: svefaktura@skane.se

Login to InExchange Network

Username Password [Log in](#)

[Förgetten Password!](#)

You must log in with the Username and Password provided to you by InExchange.

If you need a Username and Password, you can start the process by registering your information [here](#).

If you would like more information about our services, please contact [InExchange](#).

[Svenska](#) [English](#) [Islenska](#)

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

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

Sign up

Email

Company name

Country

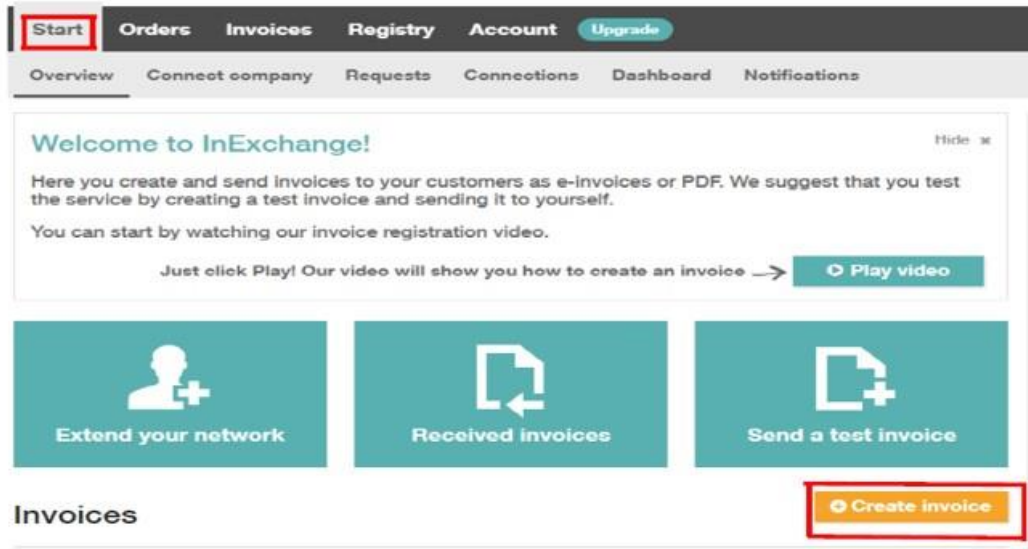
Create my account

By clicking Create my account, you agree to the [Terms of service](#).

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)**

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



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 invoice ² [Change to credit note](#) [Create test invoice](#)

Customer
 ⓘ To select a customer for this invoice, start typing a customer name.

Invoice no.

Invoice date

Due date

Your reference no.

Your reference

P.O. no.

[Show additional references](#)

- "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 | Delivery address | Add delivery address | |
| Payment terms | 30 days | Delivery terms | | |
| Terms of interest % | | Delivery date | | |
| | | Change customer | Edit 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 two-digit reference code – 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](#)

[Remove invoice](#) [Preview](#) [New invoice](#) [Save draft](#) [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** **Account** Upgrade

Profile Settings

X Name of company

| | INVOICES | PURCHASE ORDERS | CATALOGS |
|-----------------|----------------------------|----------------------------|----------------------------|
| sends | | Add service to send | Add service to send |
| receives | Add service to receive | Add service to receive | Add service to receive |

CONTACT INFORMATION

GENERAL ?

your-email@address.com your-email@address.com

Name: Phone:

Language: Email:

REQUESTS/CONNECTIONS ?

INVOICE CONTROL, ERROR ?

your-email@address.com your-email@address.com

PDF INVOICES, REPLY TO ADDRESS ?

Cancel Save

COMPANY

| COMPANY NAME | ADDRESS | COMPANY REG. NO. | PHONE |
|--------------------------------|--------------------------------|--|--------------------------------|
| <input type="text" value="X"/> | <input type="text" value="X"/> | <input type="text" value="X"/> | <input type="text" value="X"/> |
| COMPANY NAME 2 | POSTBOX | VAT REG. NO. | FAX |
| <input type="text"/> | <input type="text" value="X"/> | <input type="text" value="X"/> | <input type="text"/> |
| | POSTAL CODE | GLN | HOME PAGE |
| | <input type="text" value="X"/> | <input type="text" value="X if applicable"/> | <input type="text"/> |
| | CITY | Changing sensitive business information ? | LINK TO MORE INFO |
| | <input type="text" value="X"/> | | <input type="text"/> |
| | COUNTRY | | |
| | <input type="text" value="X"/> | | |

Cancel Save

| | | |
|--------------------------|--------------------------|----------------------------------|
| BANKGIRO | PLUSGIRO | |
| <input type="checkbox"/> | <input type="checkbox"/> | applicable for Swedish company |
| ACCOUNT NUMBER | BANK NAME | |
| <input type="text"/> | <input type="text"/> | leave blank |
| BIC | IBAN | |
| <input type="checkbox"/> | <input type="checkbox"/> | applicable for foreign companies |

INVOICE SETTINGS

| | | |
|--------------|----------------------|--|
| PHONE | SITE | INVOICE COMMENT |
| FAX | OUR REFERENCE | TAX CERTIFICATE |
| EMAIL | CURRENCY | <input type="checkbox"/> Has tax certificate |
| | 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".

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, <https://www.skatteverket.se/download/theVATbrochure>

NUMBER SEQUENCES

Manual number sequence – InExchange Web is only used for inputting invoices. This means that it is up to the ERP system of the user to maintain a unique number sequence for created invoices.

USER INFORMATION

NAME
your name 

USERNAME
your username

EMAIL
your-email@address.com

(Appendix 2). = Mandatory field to fill in

/ = Leave blank

Create a new customer ✕

| Customer information | | Billing address | |
|----------------------|--|------------------|----------------|
| Customer no. | N00006 | Department | Visit Skåne 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 |
| Your reference no. | Two-digit reference code | | |
| Your reference | / | | |
| Your contact | Name of your reference | | |

| Invoice settings | Delivery address |
|---------------------|------------------|
| Delivery terms | Department |
| Payment terms | Postbox |
| Terms of interest % | Address |
| Currency | Postal code/City |
| Send as | Country |
| Send to (when PDF) | |
| Language | |

Copy from Billing Address

Connection to InExchange Network ?

Company

Cancel Save