

## Instructions InExchange

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

1. Create an account
2. Fill in all your personal- and banking details under "Account". Please see *Appendix 1* for more information
3. Go to "Start" and choose "Create Invoice"
4. Find the correct customer and choose "Edit customer"
5. Fill in all details shown in *Appendix 2* and press "Save"
6. Fill in the invoice description and amount
7. Always choose 0 (zero) VAT and write "Reverse Charge" in the "Invoice comment" Box
8. Always remember to upload any receipts you might have or other invoice details which has connection to the costs
9. Press "Continue" and proceed
10. Control that everything is correct in the invoice and then press "Process Invoice"
11. You have now successfully sent in your E-invoice!

# Template – how to fill in your account

X = compulsory to fill in

## 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**

### COMPANY

<b>COMPANY NAME</b>	<b>ADDRESS</b>	<b>COMPANY REG. NO.</b>	<b>PHONE</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>COMPANY NAME 2</b>	<b>POSTBOX</b>	<b>VAT REG. NO.</b>	<b>FAX</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>POSTAL CODE</b>	<b>GLN</b>	<b>HOME PAGE</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>CITY</b>	<b>LINK TO MORE INFO</b>		
<input type="text"/>	<input type="text"/>		
<b>COUNTRY</b>			
<input type="text"/>			

### PAYMENT MEANS

<b>ACCOUNT NUMBER</b>	<b>BANK NAME</b>
<input type="text"/>	<input type="text"/>
<b>ACCOUNT NUMBER</b>	<b>BANK NAME</b>
<input type="text"/>	<input type="text"/>
<b>BIC</b>	<b>IBAN</b>
<input type="text"/>	<input type="text"/>

### INVOICE SETTINGS

<b>PHONE</b>	<b>SITE</b>	<b>INVOICE COMMENT</b>
<input type="text"/>	<input type="text"/>	
<b>FAX</b>	<b>OUR REFERENCE</b>	
<input type="text"/>	<input type="text"/>	
<b>EMAIL</b>	<b>CURRENCY</b>	<b>DEFAULT CUSTOMER LANGUAGE</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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

## Create a new customer

/ = Leave blank

□ = Important

This customer info was copied from **InExchange Network**. Please verify the information and complete with e.g. customer no. When you click "OK" a new customer will be added to the customer registry.

### Customer information

Customer no.	Unique identification nr of your invoice
Name	Business Region Skåne AB
Company reg. no.	556747-5198
VAT no.	SE556747519801
GLN	7322733065709
Your reference no.	Six number code of the reference
Your reference	/
Your contact	the name of your contact/reference

### Billing address

Department	/	
Postbox	/	
Address	/	
Postal code/City	205 01	Malmö
Country	SWEDEN	

### Invoice settings

Delivery terms	/
Payment terms	choose 10, 20 or 30 days
Terms of interest %	/
Currency	Select the applicable
Send as	E-invoice
Send to (when PDF)	/
Language	Select English or Swedish

### Delivery address

Department	/	
Postbox	/	
Address	/	
Postal code/City	/	/
Country	/	

Copy from Billing Address

### Connection to InExchange Network ?

Company	Business Region Skåne AB
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