

# Volvo Group mandatory information to be stated on supplier invoices

- 1, The word INVOICE or CREDIT
- 2, Invoice date
- 3, Invoice number
- 4, "Bill to" / Invoicing address (including the correct company name of the customer)  
No personal or department information should be stated in the address field.
- 5, "Ship to" / Delivery address
- 6, Customer's reference – Purchase Order number or workflow reference
- 7, Supplier's name, address and reference
- 8, Invoicing currency. The invoice needs to have the same currency as the purchase order.
- 9, The quantity and/or nature of the goods or services delivered must be stated. To enable the invoice to be matched successfully with the goods or services, the following information must be provided on the invoice:
  - Volvo- or supplier part number, depending on what is stated in the Purchase order. If no part number is stated in the order, the item description must clearly identify the product or service invoiced.
  - Number of units, Unit price and total price per item
  - Delivery note number with date, specifically for production material
  - Occasionally the district number and chassis number
- 10, Total invoice amount
- 11, The supplier's VAT number
- 12, The customer's VAT number  
*Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and therefore the following information is mandatory:*
- 13, VAT-rate applied
- 14, Value added tax amount specified per rate and the taxable amount per rate or exemption, the unit price exclusive of tax and any discount or rebates if they are not included in the unit price
- 15, If VAT is not charged, reference to "VAT exempt" \* or "Reverse Charge"
- 16, If invoice currency is in other currency than local currency, VAT amount should be stated in both currencies

Invoices in which any of the above information is missing will be returned or the supplier will be notified of any discrepancy by phone. A new corrected invoice will be required. This could lead to delayed payments.

## Preferred information to be stated on invoices:

Supplier's PARMA – number (Sender)  
Customer's PARMA – number (Receiver)  
Terms of payment  
Payment instructions

When an Automotive Purchasing (AP) order has been placed in a Purchase order system, every order is connected to a specific suffix. Every Volvo Group company (except Volvo Aero) has its own specific suffix. The suffix shows where the goods were delivered, for example, to a Volvo Group goods receiving department or direct to the customer. Only one suffix is permitted per invoice.

Invoices to a VAT agent; Invoices has to be addressed to the Volvo group company's VAT-agent in the specific country.

See also information stated on the purchase order from Volvo.

### **\* VAT Exempt**

<b>VAT Exempt</b>	To be used when invoicing not taxable goods and services
<b>VAT Exempt - EC sale</b>	To be used when invoicing goods which are delivered from one EC country to another EC country, if the customer in the other EC country has a VAT number
<b>VAT Exempt – Export</b>	To be used when invoicing goods which are delivered from one EC country to a Non EC country
<b>VAT Exempt – Triangulation</b>	To be used when invoicing from a Volvo-company who is the middleman in a triangulation i.e. goods trade between three parties in different EC countries and the goods is delivered from the first part to the last part.
<b>No VAT - Reverse charge EC</b>	To be used when invoicing all taxable services to a customer in another EC country apart from the following services: -Real Estate Services -Passenger Transports -Cultural, Artistic, Sporting, Scientific, Educational, Entertainment or similar activities, such as fairs and exhibitions. -Restaurant- and Catering services -Short-time Rental of car/vehicle (Hiring of means of transport)
<b>No VAT - Reverse charge Non EC</b>	To be used when invoicing all taxable services to a customer in Non EC country apart from the following services: -Real Estate Services -Passenger Transports -Cultural, Artistic, Sporting, Scientific, Educational, Entertainment or similar activities, such as fairs and exhibitions. -Restaurant- and Catering services -Short-time Rental of car/vehicle (Hiring of means of transport)
<b>No VAT - Domestic reverse charge procedure</b>	To be used by a foreign entity in a EC country when invoicing goods and some services to a VAT registered customer in the same EC country.

**Please note that it is mandatory for you to add your IBAN / BIC no on the invoices (if applicable)**