

General invoice information for suppliers

For most recent version of this document always look under General Information on Contact Centers website: www.volvogroup.com/vbscc



Content

1. Whom to contact regarding invoice issues?
2. VVI (Viewing Vendor Invoices) & Supplier Portal
3. Volvo Group Accounting Services Contact Center & EDI
4. Buyer
5. Invoice address information & Purchase Order Information
6. Volvo Group mandatory information
7. Lack of necessary information could lead to delayed payment

1. Whom to contact regarding invoice issues?

This presentation has been developed to explain very shortly the process for invoices and how to solve any issues with invoicing.

If there is an issue regarding invoices, Supplier should contact us in the Accounting following order:

1. VVI (Viewing Vendor Invoices) – Found on Supplier Portal
2. Volvo Group Accounting Services Contact Center
3. Buyer

2. VVI (Viewing Vendor Invoices)

A new web based feature which will allow the Volvo Group's Supplier to obtain detailed information about their invoices at any time, without making a single phone call to Volvo Group Accounting Services Contact Center – Purchase to pay

VVI instructions can be found on Contact Center's webpage



For access to this tool, send a request to our Contact Center



VVI Presentation



Microsoft
PowerPoint Presentat

3. Volvo Group Accounting Services Contact Center & EDI

Volvo Group Accounting Services Contact Center



When information can not be found on VVI, you can call or send a request through the webpage.

Phone numbers and webforms to our different sites can be found on the link above (www.volvogroup.com/vbscc)

Volvo IT EDI Support



For any problems/questions regarding EDI, you can call or send a request through the webpage. Link to Volvo EDI www.volvo.com/EDI

Phone number can be found on the link above

Suppliers that send EDI invoices to Volvo Group are not allowed to also send paper invoices for the same invoice number

4. Buyer

Purchaser is responsible for

- Payment terms
- Purchase orders
- Price blocks
- Changes of supplier information

E.g : Bank details, addresses...

5. Invoice address information

A general rule is that the invoice should look like the purchase order, e.g. same unit of measure on the invoice as on the order, same currency, purchase order no etc....on the invoice as on the purchase order

PURCHASE ORDER
CONTRACT BLANKET PRODUCTION MATERIAL

~~Volvo Internal Ref. no M196748 / 275~~
Date 2011-10-24
Page 20(22)

For deliveries to Volvo Le... only:

This is internal reference only, not to put on the invoice

... deliveries are concerned consignee or

For correspondence and to enable the invoice to be matched with the goods, following information must be provided:

Order number, part number, unit, unit price, total price per article and the delivery note number with date.

Additional for US local:

Packing slip and Bill of lading numbers

Additional for RT French plants:

Part issue (in combination with Part number), RT supplier code, RT ship to code

Additional for RT Spanish plants:

For supplier without auto-invoicing, invoices have to be sent to the invoice address precised below with: Part number, part issue, order number, RT supplier code, RT ship to code.

This is mandatory information to be stated on the invoice

Ship to No. 1001 **User No.** 1001
On Behalf of VOLVO TRUCK CORPORATION

Purchase Order No. 666-111111-000
 (to be stated on invoice)

Delivery Conditions
 FCA

Payment Conditions
 Free month of delivery based on the latest of receipt of invoice or goods + 90 days of credit, paid next Thursday

Ship to Address
 VOLVO TRUCK CORPORATION
 CENTRAL WAREHOUSE, TUVE
 TUVE
 SE-405 08 GÖTEBORG
 SWEDEN

Invoice Address
 VOLVO TRUCK CORPORATION
 VAT no. SE556013970001
 S-405 08 GOTHENBURG
 SWEDEN

Order and invoice info EBD 1/2

VOLVO
Buying Volvo company

● Mandatory requirements to be stated in the invoice

● Purchase Order **848753-000**

Page 1
Order Date: 2010-11-11 12:45:05

Requester
An
Ph
Fa
Em

Correct order No stated in the invoice to the buying Volvo company

Ship
Vol

Fastningsvägen 1, Arendal, Receptionen ARHK
SE-405 08 Göteborg

Cus

All invoice questions must be addressed to Volvo BS Contact Center

Mar
84
An
AR
Ter

All mandatory requirements and invoice instructions, see Volvo Group Supplier Portal

Commercial Contact
Phone:
Fax:
E-mail:

● Supplier
01002
Göteb
01002
Sörre
SE 41

Supplier No (partner id*), name and address

● Bill To Ad
10002
Volvo
SE 40

Invoice address: Buying Volvo company No (partner id*), name and invoice address

Invoicing Instructions

Invoicing contact & payment delays: VBS Contact Center
www.volvogroup.com/VBSCC or call +4631664120

Note! Always state in your invoice what is stated in the EBD Purchase Order: (Purchase Order No, supplier and buyer VAT No, supplier No (Parma No), date of purchase, etc.)

See Volvo's requirements and Mandatory invoice information on Volvo Group Supplier Portal www.volvogroup.com/suppliers/global/en-gb/aboutus/purchasingorganisation/VolvoGroupPurchasing/nap/Pages/our_requirements.aspx

Terms Of Payment/Payment Method

Unless otherwise specified in writing, E090 shall apply (for further details, See 'Purchasing Conditions')

For Customs clearance

For suppliers outside Sweden, 3 invoices and 3 packing lists must be attached to the goods

Order and invoice info EBD 2/2

Item	Order qty	Unit of Measure	Part number	Product/Service Description	Unit net price	Time of delivery	Total net amount
1	1	EA		En SB3 bukett som hämtas fredag morgon den 12/11. Order redan inringd.	150.00	2010-11-15	150.00 SEK
						Grand total net : 150.00 SEK	

The invoiced product/service item description, unit of measure, part No, price, quantity, currency etc should look like the EBD order

Purchasing Conditions

Suppliers and Contractors to the Volvo Group shall, unless otherwise specified in writing, comply with Volvo Group General Purchasing Conditions for Non Automotive Purchasing, available on the Volvo Group Supplier Portal:
http://www.volvo.com/Suppliers/global/en-gb/aboutus/nap/our_requirements.htm

Date and Signature

Acknowledgement of Order

(Signature on file)

Buying Volvo company VAT No.
Supplier VAT No must also be stated in the invoice

*Partner id=Parma No, supplier and Volvo company unique Volvo Group identification No

Volvo Business Services	Reg No. 556029-5197	VAT No. SE556029519701	Reg. Office Göteborg, Sweden	Partnerid 100020
-------------------------	------------------------	---------------------------	---------------------------------	---------------------

6. 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.

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

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

VAT Exempt	To be used when invoicing not taxable goods and services
VAT Exempt - EC sale	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
VAT Exempt - Export	To be used when invoicing goods which are delivered from one EC country to a Non EC country
VAT Exempt - Triangulation	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.
No VAT - Reverse charge EC	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)
No VAT - Reverse charge Non EC	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)
No VAT - Domestic reverse charge procedure	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.

7. Lack of necessary information could lead to delayed payment



For example:

- If the invoice is sent to the wrong address, or if necessary information is missing, the invoice will be returned with specified reason. This could lead to delayed payment. (This also includes EDI invoices)
- Invoices without purchase order number or workflow reference will be returned. Payment terms will be calculated from the arrival date of correct invoice. Valid workflow reference should be provided by the requester.

For further information on how to avoid these situations please visit



- With information such as:
Payment & financial information (mandatory information, supplier payment dates, Volvo Group Request to Pay instructions)
- Volvo's general Purchasing Conditions
- Volvo Corporate Standards



VOLVO