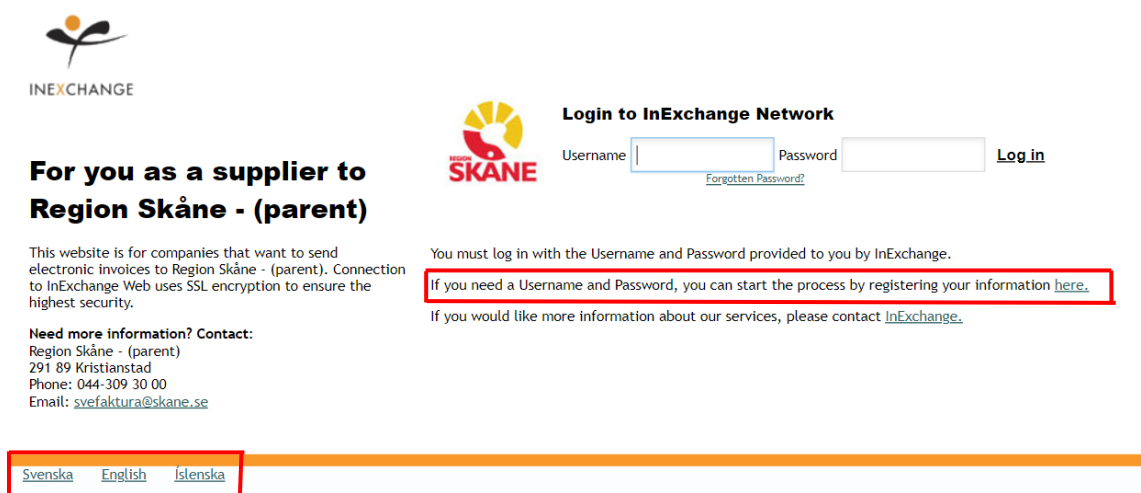


How to send an E-Invoice through InExchange step by step:

1. Create an InExchange account. It is a free service which Region Skåne provides.
[click here](#)



The screenshot shows the InExchange Network login page. On the left, there is a logo for INEXCHANGE and a heading "For you as a supplier to Region Skåne - (parent)". Below this, a paragraph explains the service and provides contact information for Region Skåne. On the right, there is a login form with fields for Username and Password, a "Log in" button, and a "Forgotten Password?" link. A red box highlights the text: "If you need a Username and Password, you can start the process by registering your information [here](#)." Below the login form, there is a language selection bar with buttons for Svenska, English, and Islenska, where "English" is highlighted with a red box.

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](#)

[Forgotten Password?](#)

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

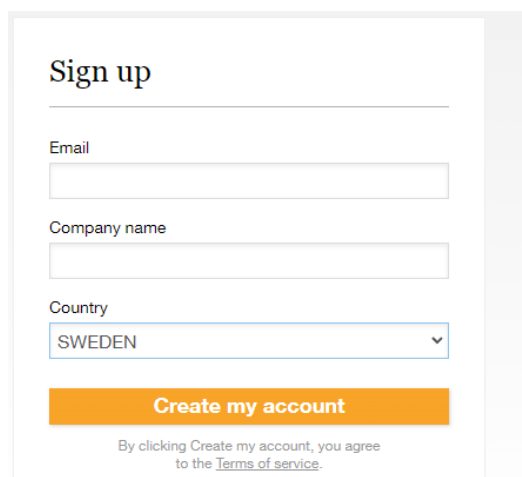
If you need a Username and Password, you can start the process by registering your information [here](#).

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.



The screenshot shows the "Sign up" form. It has fields for Email, Company name, and a Country dropdown menu. The Country dropdown is currently set to "SWEDEN". Below the form is an orange button labeled "Create my account". At the bottom, there is a small text line: "By clicking Create my account, you agree to the [Terms of service](#)."

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".

Start Orders Invoices Registry Account Upgrade

Overview Connect company Requests Connections Dashboard Notifications

Welcome to InExchange! Hide x

Here you create and send invoices to your customers as e-invoices or PDF. We suggest that you test the service by creating a test invoice and sending it to yourself.

You can start by watching our invoice registration video.

Just click Play! Our video will show you how to create an invoice → [Play video](#)

Extend your network **Received invoices** **Send a test invoice**

Invoices [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 [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](#)

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

Create invoice [Change to credit note](#)

Customer **N00004, Invest in Skåne AB**

Company reg. no. 556750-5168 [Swedish](#) [SEK](#) [E-invoice](#)

Billing address 205 01 Malmö SWEDEN **Delivery address** [Add delivery address](#)

Payment terms **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 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](#) [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.

StartOrdersInvoices8RegistryAccountUpgrade

ProfileSettings

X Name of company

INVOICESPURCHASE ORDERSCATALOGS

sends

receives

Add service to receiveAdd service to sendAdd service to sendAdd service to receiveAdd service to receiveAdd service to receive

CONTACT INFORMATION

GENERAL

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

Name:Phone:

Language:Email:

REQUESTS/CONNECTIONS

INVOICE CONTROL, ERROR

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

PDF INVOICES, REPLY TO ADDRESS

CancelSave

COMPANY

COMPANY NAMEADDRESSCOMPANY REG. NO.PHONE

COMPANY NAME 2POSTBOXVAT REG. NO.FAX

POSTAL CODEGLNHOME PAGE

CITYLINK TO MORE INFO

COUNTRY

Changing sensitive business information

CancelSave

BANKGIRO	PLUSGIRO	applicable for foreign companies
<input type="text"/>	<input type="text"/>	
ACCOUNT NUMBER	BANK NAME	leave blank
<input type="text"/>	<input type="text"/>	
BIC	IBAN	applicable for foreign companies
<input type="text"/>	<input type="text"/>	
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

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 <input checked="" type="checkbox"/> 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



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		Billing address	
Customer no.	N00004	Department	
Name	Invest in Skåne AB	Postbox	
Company reg. no.	556750-5168	Address	
VAT no.	SE556750516801	Postal code/City	205 01 Malmö
GLN	7322733065730	Country	SWEDEN
Your reference no.	Six number code of the reference		
Your reference	/		
Your contact	name of your contact/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 Invest in Skåne AB

Cancel

Save