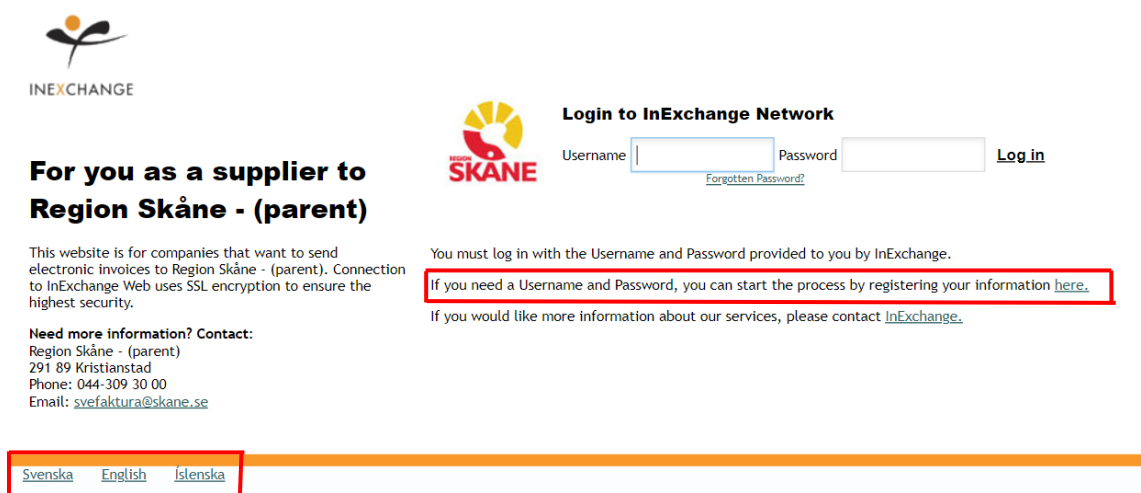# How to send an E-Invoice through InExchange step by step:

1. Create an InExchange account. It is a free service which Region Skåne provides.
   click here

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

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

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**)

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

Find the correct customer by typing in **our** Company name **or** our Global Location Number (GLN can be found in Appendix 2 page 6).

5. A "Edit Customer" window will open automatically. If not, click on "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.

BANKGIRO   **PLUSGIRO**

❌   ❌   applicable for foreign companies

ACCOUNT NUMBER   **BANK NAME**

[blank]   [blank]   leave blank

BIC   **IBAN**

X   X   applicable for foreign companies

Cancel   Save

INVOICE SETTINGS

PHONE	SITE	INVOICE COMMENT
FAX	OUR REFERENCE	TAX CERTIFICATE
		☐ Has tax certificate
EMAIL	CURRENCY	DEFAULT CUSTOMER LANGUAGE
	SEK	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

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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

Customer no.	N00004
Name	Invest in Skåne AB
Company reg. no.	556750-5168
VAT no.	SE556750516801
GLN	7322733065730
Your reference no.	Six number code of the reference
Your reference	/
Your contact	name of your contact/reference

Billing address

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

Invoice settings

Delivery terms	/
Payment terms	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	Invest in Skåne AB

Cancel   **Save**