

Dear Supplier,

The invoice management at Etola AB / ETRA is conducted electronically. Please note our invoicing details below in order to ensure timely payments. **These invoicing addresses are for invoices for current assets with purchase order numbers.** The invoicing addresses for bills of expense can be found at www.etra.se.

Please issue one invoice per purchase order/delivery note. Additionally, we require that an invoice contains

- Etola AB purchase order number
- the delivery note number
- the original invoice number on credit notes and refunds

We ask to use primarily e-invoices when billing Etola AB / ETRA.

Our company details		Operator details		
Name	Organization number	E-invoice address	Identifier type	Operator
Etola AB	559278-2576	0007:5592782576	Peppol	Basware
Etola AB	559278-2576	5592782576	Business ID	Basware
Etola AB	559278-2576	SE559278257601	VAT ID	Basware

E-mail invoices

In case you are unable to deliver e-invoices, you can send invoices as e-mail attachments to the address etolaab@pdf.basware.com

This e-mail address is for invoices only, other material will not be processed. E-mail invoices are to be delivered in PDF format; one attachment is considered as one invoice. One e-mail may contain a maximum of 10 attachments; the maximum size for attachments is 10Mb.

Peppol invoices

We are also able to process invoices via Peppol network. If you wish to start sending invoices via Peppol network, please inform Etola AB Accounts Payable team by sending an email to accounts.payable@etra.se.

Etola AB Peppol-ID: 0007:5592782576

Postal address:

Etola AB
Norregårdsvägen 20
SE-541 34 Skövde

Please notice that this address must be written on your e-invoices as well.

Please note

If you need to contact us regarding invoices, we ask you to contact us by e-mail at accounts.payable@etra.se or by mail with the address Etola AB, Norregårdsvägen 20, SE-541 34 Skövde, Sweden.

The delivery address for goods is always as per delivery address on our purchase order. All other mail (e.g. brochures, advertisements etc.) is sent directly to the unit that placed the order.

Our purchase order number must appear on the confirmation, the delivery note, the consignment note, and the invoice. Please confirm our order during two business days by e-mail to the person placing the order. The e-mail addresses for our personnel are firstname.lastname@etra.se.

Best regards,
Etola AB