



Guidelines regarding supplier invoices VR Snabbtåg Sverige AB

VR Snabbtåg Sverige AB (org: 556923-4304) uses an electronic system for handling supplier invoices. This means that the invoices are scanned electronically.

1. *Elektronic EDI Invoice to VR Snabbtåg Sverige AB*

Peppol ID: 0007:5569234304

Via VAN (SVEFAKTURA Invoice)

VAN Operator: Opus Capita

VR Snabbtåg Sverige AB accepts Svefaktura digital Invoice format

Invoice address/EDI address is our Organisation number: 5569234304

2. *PDF Invoices:*

Invoices in PDF format must be sent to the following address:

Faktura.mtrx@mtr.se

- The email address must be entered in the "To" field. In case you wish to send invoice to several recipients, those e-mails must be entered in the field "Copy-to".
- Only one invoice per PDF file. Invoice related attachments should be sent within the same file as the Invoice.

3. *Paper invoices:*

Paper invoices can be sent to the following Postal address:

VR Snabbtåg Sverige AB

ecit5569234304

Box 7018

831 07 Östersund

Reference on the Invoice

Correct Reference person must be clearly stated on the invoices. If you have received a reference number or the reference person's first and last name from VR Snabbtåg Sverige AB, this must be stated on the invoice.

Supplier information

Full name, address, organization number, VAT number, bank details including IBAN and SWIFT code and your reference person must be stated on invoices.

We reserve the right to return and reject the invoices that do not meet the above requirements.

For more information, please contact our finance department via email

levreskontra@mtr.se

Finance Department