

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](#)



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](#) [Íslenska](#)

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

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

Sign up

Email

Company name

Country

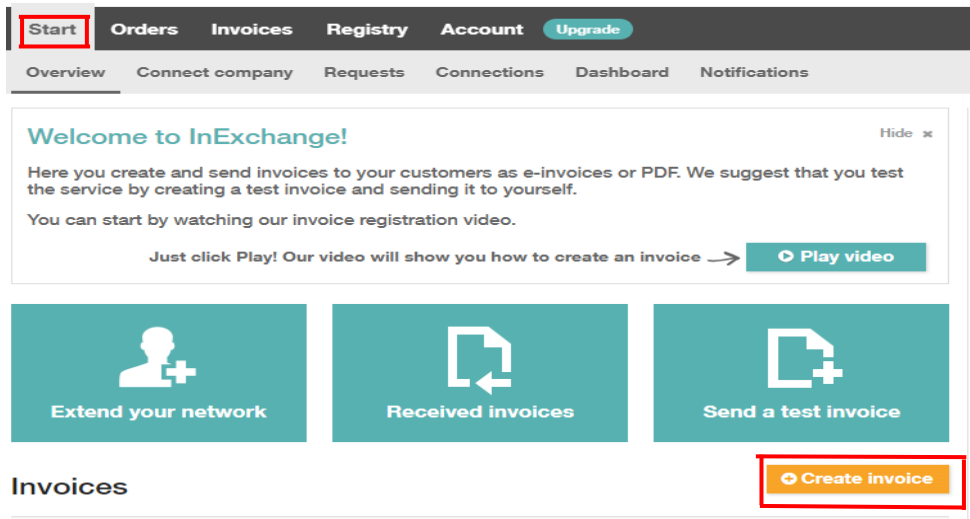
[Create my account](#)

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".



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 ²Change to credit note Create test invoice

Customer 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	N00002, Tourism in Skåne AB			
Company reg. no.	556750-6398	Swedish	SEK	E-invoice
Billing address	205 01 Malmö SWEDEN	Delivery address	Add delivery address	
Payment terms	30 days	Delivery terms		
Terms of interest %		Delivery date		
		<input type="button" value="Change customer"/>	<input type="button" value="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
<input type="text"/>	Upload a file <input type="text" value="or simply drag & drop files here"/>

Remove invoice	Preview	New invoice	Save draft	Continue →
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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.

Start Orders Invoices **8** Registry **Account** Upgrade

Profile Settings

X Name of company



	INVOICES	PURCHASE ORDERS	CATALOGS
sends		 Add service to send	 Add service to send
receives	 Add service to receive	 Add service to receive	 Add service to receive

CONTACT INFORMATION

GENERAL

your-email@address.com [your-email@address.com](#)

Name: Phone:

Language: Email:

REQUESTS/CONNECTIONS

INVOICE CONTROL, ERROR

your-email@address.com [your-email@address.com](#)

PDF INVOICES, REPLY TO ADDRESS

Cancel Save

COMPANY

COMPANY NAME	ADDRESS	COMPANY REG. NO.	PHONE
<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="X"/>
COMPANY NAME 2	POSTBOX	VAT REG. NO.	FAX
<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text"/>
POSTAL CODE	GLN	HOME PAGE	
<input type="text" value="X"/>	<input type="text" value="X if applicable"/>	<input type="text"/>	
CITY	Changing sensitive business information		LINK TO MORE INFO
<input type="text" value="X"/>			<input type="text"/>
COUNTRY			
<input type="text" value="X"/>			

Cancel Save

(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.	N00002	Department	
Name	Tourism in Skåne AB	Postbox	
Company reg. no.	556750-6398	Address	
VAT no.	SE556750639801	Postal code/City	205 01 Malmö
GLN	7322733065716	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: Tourism in Skåne AB

Cancel

Save