

## *The company's labelling requirements, Marking. Requirement 5*

One of the requirements for a supplier invoice sent to this company to be approved is that the marking meets the following requirements:

**The marking must be according to the following model:**

**AAAA-PPPPPP(P)-PPPPPP**

Account  
*Mandatory*

Project  
*Mandatory*

Property

**NOTE**

***In order to pass the validation of the marking, the code string must be set up according to the aforementioned model. If the invoice does not meet the labelling requirement, the invoice will be rejected, which means that the supplier must issue a new correct invoice according to the requirement. It is important that the parts of the code string are separated by hyphens.***

It is the person who orders/calls the product or service that must provide the account, department and any purpose to the supplier so that the marking can be done according to the aforementioned model.

### **Account**

Account specifies the type of cost of an invoice/invoice line. An account consists of 4 numeric characters.

### **Project**

Project indicates which workplace within the company the invoice relates to and a project consists of 7-8 numeric characters.

### **Property**

Property is a label where cost is linked to a special property/building and consists of 6 numeric characters.

***If an invoice does not meet the marking requirement according to the aforementioned model, the invoice will be rejected, which means that the supplier must issue a new correct invoice and send it to the company.***

If you have any questions about our requirements, please contact us at [e-anlutningar@peab.se](mailto:e-anlutningar@peab.se).

### **Further requirements for invoice content:**

#### **Agreement number**

If the framework agreement number is available at the time of calling goods, this shall be indicated on the invoice electronically as agreed or a paper invoice as AGRXXXX where X consists of 4 digits.

#### **Purchase order number**

If the purchase order number is indicated on goods called, this must be stated. It shall be indicated electronically as agreed or a paper invoice as PURZZZZZZZ where Z consists of alphanumeric characters.

#### **Order number**

If an order number is indicated on the order, this must be stated. It shall be indicated electronically as agreed or a paper invoice as ORDYYYYYYYYy where Y consists of 9 alphanumeric characters.