

To ensure that we can receive and process your e-invoice in Peppol format quickly and correctly, it is important that the correct information is entered in the appropriate fields on the invoice.

**Enter references for invoices sent in Peppol format as follows:**

1. Reference number (property / cost center – 6 digits)

- Must be entered in the field **BuyerReference**
- Enter only the reference number without any additional text. The name of the person who placed the order must never be included in the same field

*Example:*

*BuyerReference: 601138*

2. For projects – project number (usually 7 digits)

- Must be entered in the field **OrderReference**
- Enter the project number and, if applicable, the additional 4 digits in the format below

*Example:*

*OrderReference: 1004001*

*OrderReference: 1004001 - 9805*

3. Name of the person who placed the order

- Must be entered in the field **Contact Name / Contact person**
- Full first and last name of the person who placed the order

*Example:*

*Contact Name: Anna Andersson*

**Important to note**

- The reference number and the name of the person who placed the order must be entered in separate reference fields

**If information is missing or incorrect**

If the correct reference is missing or entered incorrectly, the invoice may be delayed or returned.

Thank you for helping us ensure fast and smooth processing of your invoices!