

## 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](#)

**INEXCHANGE**

**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](mailto:svefaktura@skane.se)

**SKANE**

**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](#) [Islenska](#)

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".

Start Orders Invoices Registry Account Upgrade

Overview Connect company Requests Connections Dashboard Notifications

Welcome to InExchange! Hide x

Here you create and send invoices to your customers as e-invoices or PDF. We suggest that you test the service by creating a test invoice and sending it to yourself.

You can start by watching our invoice registration video.

Just click Play! Our video will show you how to create an invoice → [Play video](#)

Extend your network Received invoices Send a test invoice

Invoices [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 <sup>2</sup> [Change to credit note](#) [Create test invoice](#)

Customer    
 [To select a customer for this invoice, start typing a customer name.](#)

Invoice no.

Invoice date

Due date

Your reference no.

Your reference

P.O. no.

[Show additional references](#)

- "Edit Customer" window will open automatically. If not, click on "edit customer"

## Create invoice [Change to credit note](#)

Customer **N00006, Visit Skåne AB**

Company reg. no. 556747-5198 Swedish SEK E-invoice

Billing address Visit Skåne AB Delivery address [Add delivery address](#)  
205 01 Malmö  
SWEDEN

Payment terms 30 days Delivery terms

Terms of interest % Delivery date

[Change customer](#) [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
<a href="#">+</a>		1				25.00 ▼	0.00

[Add new line](#) [Change VAT-rate on all rows](#) [Add discount](#) [Add charge](#)

<b>Amount excl. VAT</b>	<b>0.00</b>
<b>VAT 25%</b>	<b>0.00</b>
<b>Total (SEK)</b>	<b>0.00</b>

Invoice comment

Attachments

[Upload a file](#) or simply drag & drop files here

[Remove invoice](#) [Preview](#) [New invoice](#) [Save draft](#) [Continue →](#)

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 **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:

Cancel Save

REQUESTS/CONNECTIONS

INVOICE CONTROL, ERROR

your-email@address.com your-email@address.com

PDF INVOICES, REPLY TO ADDRESS

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	LINK TO MORE INFO		
<input type="text" value="X"/>	<input type="text"/>		
COUNTRY			
<input type="text" value="X"/>			

Changing sensitive business information

Cancel Save

<b>BANKGIRO</b>	<b>PLUSGIRO</b>	
<input type="text" value="X"/>	<input type="text" value="X"/>	applicable for Swedish company
<b>ACCOUNT NUMBER</b>	<b>BANK NAME</b>	
<input type="text"/>	<input type="text"/>	leave blank
<b>BIC</b>	<b>IBAN</b>	
<input type="text" value="X"/>	<input type="text" value="X"/>	applicable for foreign companies

INVOICE SETTINGS		
<b>PHONE</b>	<b>SITE</b>	<b>INVOICE COMMENT</b>
<b>FAX</b>	<b>OUR REFERENCE</b>	<b>TAX CERTIFICATE</b>
<b>EMAIL</b>	<b>CURRENCY</b>	<input type="checkbox"/> Has tax certificate
	<b>SEK</b>	<b>DEFAULT CUSTOMER LANGUAGE</b>
		Swedish

EXTENDED INVOICE SETTINGS
<p><b>REVERSE CHARGE (OMVÄND BETALNINGSSKYLDIGHET) Not applicable for Swedish companies</b></p> <p>Enabling this option allows you to create invoices with reverse tax liability. When this is enabled: a checkbox for reverse tax liability will appear when registering invoices.</p> <p>Read more about reverse tax liability at <a href="http://www.skatteverket.se">www.skatteverket.se</a></p> <p><input checked="" type="checkbox"/> Bills according to the rules for reverse charge.</p>


Note: If you are a foreign company with a VAT number, please check in the box "Reverse Charge".

Exception rules exist for certain goods and services - if the cost is an exception, DO NOT tick the box.

If the cost of service is not an exception, tick the box.

For more information, please click on the link, <https://www.skatteverket.se/download/theVATbrochure>

NUMBER SEQUENCES
<p>Manual number sequence – InExchange Web is only used for inputting invoices. This means that it is up to the ERP system of the user to maintain a unique number sequence for created invoices.</p>

USER INFORMATION
<p><b>NAME</b></p> <p>your name </p>
<p><b>USERNAME</b></p> <p>your username</p>
<p><b>EMAIL</b></p> <p><a href="mailto:your-email@address.com">your-email@address.com</a></p>

(Appendix 2).    = Mandatory field to fill in

/ = Leave blank

### Create a new customer



Customer information		Billing address	
Customer no.	N00006	Department	Visit Skåne AB
Name	Visit Skåne AB	Postbox	
Company reg. no.	556747-5198	Address	
VAT no.	SE556747519801	Postal code/City	205 01 Malmö
GLN	7322733065709	Country	SWEDEN
Your reference no.	6 number code of the reference		
Your reference	/		
Your contact	Name of your 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

Cancel

Save