

AVARN - Invoice

AVARN Invoice Directive contains the minimum required information to be stated on supplier invoices sent to AVARN Security Services AB or AVARN Security Solutions AB. In order for an invoice to be compliant with this Directive, all information stated in the four (4) sections below is required

Required information

1. Supplier information
 - Supplier full company name
 - Supplier address
 - Supplier reference and contact information including e-mail
 - Payment details, including terms of payment according to contract/order or call off
 - Banking information, including account numbers, IBAN, SWIFT/BIC codes or equivalent
2. AVARN information
 - AVARN full company name
 - AVARN bill to address and delivery address. AVARN has three (3) different types of addresses:
 - (1) Bill to address (invoice address)
 - (2) Delivery address
 - (3) Envelope address (for paper invoices only)
 - Please ensure that all addresses are correct. See www.avarn.se for address list
 - Correct AVARN:
 - (1) Purchase order number and/or
 - (2) Reference or requestor name (including department or cost center)
3. General invoice information
 - The word "INVOICE" or "CREDIT" stated on the invoice. If "CREDIT", the invoice must contain a clear reference to the original invoice, containing exact invoice number with zeros, dashes and lines
 - A unique invoice number
 - Invoice date
 - Delivery note number (if delivery note exists), delivery date and place of dispatch specifically for goods
 - Quantity of the goods or service, unit price, total price per item, and total amount on the invoice
 - AVARN or supplier part number, as stated in the purchase order. The item description must clearly identify the product or service and preferably state "goods" or "service"
 - Currency:
 - Specification of currency
 - Invoice shall have the same currency as the purchase order (PO)
 - Invoice shall be stated in only one currency (see sixth VAT 2006/112/EC directive for exception)

- For E-invoices all numeric fields must be included without formatting or symbols such as -, / " or). Example of a correct VAT number is SE123456789001 and bank account number 1234123.
 - Invoice shall comply to AVARN VAT Requirements, located on www.avarn.se, and to all applicable laws and regulations.
4. Other requirements
- Supplier that sends EDI or e-invoices to AVARN must not send paper copies of the EDI or e-invoices, unless specifically required by legislation in receiving country
 - Issue only one invoice per order, i.e. do not issue one invoice with multiple orders unless otherwise agreed

Preferred information

1. Invoices shall preferably be in Swedish.
2. For export of goods, preferably put the intrastate code on the invoice. Tariff code, taric code, CN code or customs code is other terms for intrastate code

Non-compliance with this Directive

If an invoice is non-compliant with this Directive, incomplete (i.e. missing pages or attachments) or illegible, we reserve us the right to reject it to the supplier with relevant information on why it is not compliant, and a request to adjust the invoice and resend it to us. We do not guarantee payment for a non-compliant invoice.

Payments

Payment will only be executed for approved or fully matched invoices with price and delivery corresponding to the written purchase order and which are due for payments

Notes on Addresses and AVARN reference

Due to that AVARN is a big company with several affiliates it is of outmost importance to separate invoice address, delivery address and envelope address. Secure that the invoice states the correct addresses which is to be found on www.avarn.se. If the invoice does not contain a complete and correct AVARN bill to address the invoice is considered to be non-compliant and payment is therefore not guaranteed.

If a paper invoice is not sent to the correct envelope address the invoice might not reach the correct AVARN entity. We therefore stress the importance of entering the correct envelope address (found on www.avarn.se)

It's of outmost importance that the invoice includes a correct AVARN order number or reference person (full name together with department or cost center). If the invoice does not include AVARN order number or reference person, the invoice is considered to be non-compliant and payment is therefore not guaranteed

AVARN prefers electronic invoices

In order to move towards sustainability and to minimize administrative costs for handling invoices, AVARN recommends all parties to adapt processes based on electronic solutions. If you as supplier send paper invoices to AVARN, we request you to implement an electronic invoice solution instead. Please see further information on www.avarn.se.

Questions

If you have questions about the Invoice Directive please contact us on e-mail faktura@avarn.se

For more information about invoicing to AVARN go to www.avarn.se.



The graphic is divided into two main sections. The left section, titled 'Vår värdegrund', lists core values: Passion, Respekt, Laganda, Vision (Säkerhet och ansvarstagande i världsklass), and Etisk kod (Vi agerar med Hänsyn, Ärlighet, Respekt). It also includes an 'Affärsidé' stating AVARN is the complete security actor. The right section, titled 'Utveckling och förtydliganden kring våra värderingar', elaborates on these values: Passion (challenging to find the best solution), Respekt (respecting differences and acting with kindness), and Laganda (taking responsibility and acting as a team).

Värderingar	Vision	Etisk kod
Passion Respekt Laganda	Säkerhet och ansvarstagande i världsklass	Vi agerar med Hänsyn Ärlighet Respekt

Affärsidé
Vi är den kompletta säkerhetsaktören. Med äkta engagemang, kompetens och innovation stärker vi våra kunders trygghet och konkurrenskraft – alltid.

Utveckling och förtydliganden kring våra värderingar

Passion	Respekt	Laganda
Vi utmanar för att skapa rätt lösning – och är alltid öppna för att utvecklas.	Vi respekterar varandra och agerar med vänlighet och ärlighet.	Vi tar ansvar och agerar som ett lag.
Vi brinner för att hålla bästa resultat. Genom vår expertis och våra innovativa säkerhetslösningar kommer vi alltid rätta och utmana till att välja den mest lämpliga lösningen.	Vi möter alla situationer med ett mål om att skapa bästa lösning. Vi är hänsynsfulla och tydliga i vår kommunikation.	Vi är ansvarfulla och tydliga i alla situationer. Vi är inkluderande och arbetar tillsammans mot gemensamma mål.