

Instructions for invoices to Mälardalen University

To allow us to be able to receive and process your invoices on time, we recommend you read through these instructions for registering companies and invoices.

Our invoicing address is:

Mälardalen University
Box 1020
721 26 Västerås

Register a company

- **Corporate Identity Number:**
Must be entered without hyphens.
- **Bankgiro or plusgiro**
Must be specified when payment is to be made in SEK to a Swedish bank account. Bankgiro and plusgiro must be entered without a hyphen.

Register invoice

- **Due date**
Must be at least 30 days later than the date of invoice.
- **Buyer's order number**
To be left blank.
- **Payment reference**
Please specify the OCR if there is a connection. The field can be left blank if no information about a connection exists.
- **Buyer's reference**
The University's invoice reference is the customer's user ID and consists of a 5-digit code, 3 letters and 2 numbers without spaces, ABC01. For periodic invoices, other reference codes may be relevant.
- **Comments field**
Can be used for additional information that must be included on the invoice.
- **Appendix**
Can be attached and should be in PDF format.
- **Invoice rows**
We want you to specify your invoice in the same way as your paper invoice, i.e. if your paper invoice has two invoice rows, we would like you to also register two rows in the supplier portal.

If you have any questions about E-invoices please email fakturaservice@mdu.se