



## US-specific invoicing instructions

### Before Invoicing

- If IKEA co-workers order your products or "goods", they will be required to confirm they have received the items, called a "goods receipt" before we can accept an invoice.
- If you perform "services" for IKEA you will be required to complete a "Service Entry Sheet" within the SAP Business Network. Service Entry Sheets are our confirmation that a service has been carried out and therefore can proceed to invoice.

### Sending invoices for automated processing (SAP Business Network):

#### Using the SAP Business Network:

As you receive Purchase Orders - it is strongly recommended that you invoice IKEA by using the "Create Invoice" function directly from the PO in Ariba. This is referred to as "PO Flip" and allows your invoice to automatically match the PO and **automates invoice processing for on time payments**. You can also still attach your company's standard documentation if needed. [Detailed instructions can be found here.](#)

### Sending invoices for manual processing (Email & PDF):

If there are justified reasons not to collaborate over the SAP Business Network, please follow the instructions below.

- If the required information is not stated on the invoice, we will return it to you for corrections, a credit note, or a new invoice which may result in longer handling times and delays in payment. Please include the invoice information as detailed below to ensure efficient invoice processing and on-time payments.
- As of February 3, 2025, you will need to use new email addresses for **manual invoice processing** for IKEA US companies (or legal entities). The complete list can be found in [Appendix 2](#).
- Any invoice submitted by suppliers should be stated clearly and comply with all local legal requirements and regulations. Ensure the PO and invoice match exactly in description, quantity and price.

Each **invoice / credit note** needs to include the following information:

Information	Description
Language	Use English language only



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Document Type	Invoice/credit note/debit note/down payment
Your (Supplier) Name and Legal Address	List the legal supplier's name and any DBA or other pertinent information. Address must be the same as your legal company registration. Please make sure your contact details are listed in case you need to be contacted about a discrepancy
Document Number	Invoice number/credit note number, etc.
Document Date	Date the invoice is issued
Net Amount	Sum of goods or services before tax
Sales Tax Amount (if applicable)	Sum of applicable sales tax
Gross Amount	Net amount + tax
<b>Purchase Order Number</b>	Ask your IKEA contact if the number is missing or if you are unsure. <b>Please note:</b> If your invoice is referencing several Purchase Orders, the relevant purchase order number must be clearly stated per invoiced item.
Buyer Name and E-mail	Please include your IKEA contact person's name and e-mail address on the invoice
Buyer (IKEA company) Name and Address	Make sure to specify the official IKEA company name and address
Delivery address of goods/services including country	Note that if the delivery address is different from the official company address, both must be stated
Invoice Currency	Currency reflected on invoice
Payment Terms	Agreed payment term as per contract or 30 days
Ship from country	Country where items were shipped from (not manufacturing location)
Delivery terms	Incoterms, i.e. FCA or DAP
Header Text	Free text - additional information if needed
Bank name and account details	Optional - Add this information if the payment must be directed to a specific bank account. If no specific bank account is listed, payment will be made to the primary bank account registered with IKEA.
Date of supply	Date which the goods were delivered, or service rendered
Unit of measure	Unit on which the billing is based, for example EA (each) or KG (kilos)
Quantity	Must be stated per invoiced item
Item amount	Must be stated per invoiced item
Item price	Must be stated per invoiced item and the total amount per invoice line
Description of material or service	Must be stated per invoiced item
Purchase order line number	If several items are invoiced as per purchase order, please present these in the same sequence on the invoice
Country of origin for item	Country where the goods were manufactured
Delivery note number	Where applicable



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Original Invoice Number – For Credit Notes	For credit notes only: A reference to the original Invoice Number must be stated on credit notes
Original Invoice Date – For Credit Notes	Original Invoice Date to be stated on the credit notes

## Sending invoices via email for manual processing

### Rules for sending PDF invoices:

- Please note that your invoices need to be sent to the relevant buying unit's e-mail address, or risk the invoice being returned to you. For instance, if you are invoicing an IKEA retail store, you will send that invoice to: ikea000002-us-3260-idf1@pdfinbound.com
- Only include one e-mail address in the "to" field and add other recipients in the "cc" field.
- Each PDF attachment may only include one invoice, and each email may have up to a maximum of 10 attachments.
- Please only send invoices and credit notes. Any other documents will be rejected.
- If you send your email from a no-reply email address, you will not get notified if your invoice is rejected for any reason.
- All invoices should be submitted electronically. If a postal address is needed for exceptional circumstances, invoices can be sent to: PO Box 20902, Indianapolis, IN 46220-0902. Note: Invoices must be on 8.5 x 11 paper, black print on white paper.

## IKEA US / Ingka Group emails for invoice processing

It is recommended to **submit invoices via the SAP Business Network for automated processing and faster payments**. If you do not use the SAP Business Network and require manual processing, use the following email addresses per company.

**PLEASE NOTE:** Send the invoice to the unit the order is being billed to.

##	Legal Unit Name	New Email for Invoices
3260	IKEA US Retail LLC IKEA US Retail locations	<a href="mailto:ikea000002-us-3260-idf1@pdfinbound.com">ikea000002-us-3260-idf1@pdfinbound.com</a>



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<b>3220</b>	<b>IKEA Distribution Services Inc.</b> IKEA Customer Fulfillment Centers / Logistics / Warehouses	<a href="mailto:ikea000002-us-3220-idf1@pdfinbound.com">ikea000002-us-3220-idf1@pdfinbound.com</a>
<b>3250</b>	<b>IKEA North America Services LLC</b> IKEA US Service Office / US Headquarters	<a href="mailto:ikea000002-us-3250-idf1@pdfinbound.com">ikea000002-us-3250-idf1@pdfinbound.com</a>
<b>7623</b>	<b>Ingka Centres San Francisco LLC</b> Meeting Place / Shopping Centre	<a href="mailto:ikea000002-us-7623-idf1@pdfinbound.com">ikea000002-us-7623-idf1@pdfinbound.com</a>
<b>4015</b>	<b>Ingka Investments US Inc. (includes Battery Storage/ Energy/ Forestry/ Solar Companies)</b> Ingka Investments US Inc (4015) Ingka Investments Forest Assets LLC (4016) Ingka Investments Management LLC (3291) Chilatchee 44 LLC (4038) Chilatchee 115A LLC (4039) Chilatchee 115B LLC (4041) Ingka Investments Real Estate LLC (4328) II FAD Member Owner LLC (4329) IRI Sage Member LLC (5352) IRI Misae Member LLC 5355 Kingstree West 115 LLC (4040) Kingstree West 69 LLC (4060) Kingstree East 230 LLC (4061) Oakman Goodsprings 161A LLC (4051) Oakman Goodsprings 161B LLC (4052) Oakman Solar LLC (4053) Oakman Tap 161A LLC (4054) Oakman Tap 161B LLC (4055)	<a href="mailto:ikea000002-us-4015-idf1@pdfinbound.com">ikea000002-us-4015-idf1@pdfinbound.com</a>
<b>3201</b>	<b>ALL other IKEA US companies: (includes Windfarms, Property and other entities)</b> Cameron Wind I, LLC (3222) Hoopeston Wind LLC (3219) IKEA Holding US, Inc (3201) Ingka Energy US, LLC (3217) IKEA Property, Inc (3230) IKEA Development Urban Renewal LP (3240) IKEA Retail Management LP (3241) IKEA Elizabeth LLC (3242) IKEA Center Urban Renewal, LP (3245)	<a href="mailto:ikea000002-us-3201-idf1@pdfinbound.com">ikea000002-us-3201-idf1@pdfinbound.com</a>



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	<div>Ingka Digital US LLC (3247)</div> <div>Ingka Procurement LLC (3252)</div> <div><i>IKEA Home Services LLC (4024)</i></div> <div><i>Geomagical Labs Inc. (3284)</i></div> <div><i>M4N Blocker Corp. (4042)</i></div> <div><i>M4N Group Holdings Inc. (4043)</i></div> <div><i>Made4Net LLC (4044)</i></div> <div><i>Pallet Intermediate Inc. (4049)</i></div> <div><i>TaskRabbit Inc (3292)</i></div> <div><i>Teamo US, LLC (3292)</i></div> <div><i>Zethcon Corporation (4050)</i></div>	
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