

# Country-specific invoicing instructions for Spain

## Specific instructions:

Any invoice submitted by you as a supplier **should comply with all local legal demands, norms, and regulations** and all information should be stated clearly.

Please include correct invoice information on each invoice as detailed below to ensure efficient invoice processing and payment on time:

- If possible, use English language.
- once receiving the Purchase Order (PO) please carefully check the order and revert if you see discrepancies in description, quantity or price.
- issue your invoice in accordance with the PO. Ensure these are exactly matching.
- Please state the purchase order number, each purchase order line number, with description, item price and item quantity as well as total amount per invoice line.
- Please make sure your contact details are up to date.

Once you have received your first Purchase Order – via the SAP Business Network - it is

strongly recommended that you **invoice IKEA Spain (Ingka Group) in return via the SAP**

**Business Network by using the Purchase Order flip functionality.**

***Note: until you have received the first Purchase Order over the SAP Business Network,***

***kindly submit your invoices through the channels you currently use in due time - as per***

***billing terms and conditions mentioned in your ongoing contracts.***

If the required information is not stated on the invoice, we reserve the right to return it to you. We may ask for a correction, or a credit note and a new invoice, and this may result in longer handling times and delays in payment.

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

Information	Description
Document Type	Invoice/credit note/debit note/down payment document
Your (Supplier) name and legal address	
Document Number	Invoice number/credit note number etc
Original Invoice Number	A reference to the original Invoice Number must be stated on credit notes
Original Invoice Date	Original Invoice Date to be stated on the credit notes
Document Date	Date of issue
Net Amount	
VAT Amount	
Tax residence certificate	Send the updated tax residence certificate at the beginning of each year
EU customs Tariff code	EU customs Tariff code of each item included in the invoice - Apply only in case of EU goods transactions
The weight in Kg of the plastic	Total weight of plastic (in Kg) of total items purchased (including plastic packaging) - Apply only in case of EU goods transactions
Tax certificate	If you are a new supplier, we need the 036/037 certificate to verify if it is correct not to apply a withholding tax. Please send the actual version of this document at the beginning of each year.
Gross Amount	
<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, 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
Buyer VAT ID	

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	
Supplier VAT ID	Mandatory data – in case of EU supplier ROI number validated in VIES can be provided as an alternative
Payment Terms	
Ship from country	
Mode of transportation	
Delivery terms	INCOTERM
Header Text	Free text - additional information regarding content of the invoice such as: - Project code, if applicable and provided by IKEA - Cost Centre, please ask your IKEA contact for information
VAT Amount in Local Currency	
Exchange rate VAT in local currency	
Payment Reference	For example, OCR number, FIK numbers, ESR codes. (Specific to certain countries)
Bank name and account details	
Date of supply	
Unit of measure	
Quantity	Must be stated per invoiced item
Item amount	
Item price	
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 item origin	
Delivery note number	Where applicable

## Sending invoices through other invoicing channels (PDF):

SAP Business Network will be our chosen channel for Purchase Orders and invoicing with you for IKEA Spain Ingka Group). If there are justified reasons not to start collaborating over the SAP Business Network, please pay attention to the instruction below.

We are partnering up with the following invoicing network providers:

- Tungsten

- Opus Capita

#### Rules for sending PDF invoices:

- Please note that your invoices need to be sent to the relevant buying unit's e-mail address, or the invoices risk being returned to you.
- Only one e-mail address in written in "to" and add other recipients in the "cc" field
- One invoice only per PDF attachment, and up to a maximum of 10 attachments per e-mail.
- Please send only 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 email is rejected for any reason.

Please see full list of IKEA and Ingka companies and their relevant email address below.

Name	Email address
IKEA Iberica S.A.	<a href="mailto:ikea000002-es-2600-idf1@pdfinbound.com">ikea000002-es-2600-idf1@pdfinbound.com</a>
IKEA Distribution Services Spain S.A.	<a href="mailto:ikea000002-es-2610-idf1@pdfinbound.com">ikea000002-es-2610-idf1@pdfinbound.com</a>
II Renewable Energy Spain SLU	<a href="mailto:ikea000002-es-4032-idf1@pdfinbound.com">ikea000002-es-4032-idf1@pdfinbound.com</a>
Ingka Digital Spain S.L.	<a href="mailto:ikea000002-es-1276-idf1@pdfinbound.com">ikea000002-es-1276-idf1@pdfinbound.com</a>