



## Send an invoice without vat registration number

Invoice Portal

[www.fakturaportalen.se](http://www.fakturaportalen.se)

[support@fakturaportalen.se](mailto:support@fakturaportalen.se)

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Please note: If your company is not registered in the EU you need to have either a DUNS or a GLN or else you will not be able to send any invoices over the Peppol-network.

## What needs to be done at the header level

In order to send an e-invoice to without a VAT number, you need to make steps in addition to what is stated in the getting started guide.

When you create the invoice in the interface, scroll down to the heading **Payment details** and click more details. Under **Supplier's VAT/Tax ID** and **Buyer's VAT/Tax ID** select "None".

**Payment details**

Days left until due date:  ?      Due date:   ?      Payment reference (OCR number):  ?       Use multiple payment references

**Payment terms**

— More details

**Agreement reference**

Supplier's VAT/Tax ID		
Country	Type	Identifier
<input checked="" type="radio"/> None		

Buyer's VAT/Tax ID		
Country	Type	Identifier
<input checked="" type="radio"/> None		
<input type="radio"/> Sweden	VAT no	SE556303579801

**Tax exempt**      **Tax exemption text**

You now need to tick the **Tax exemption** box and give a reason for the tax exemption.

Consult your local tax authority for what is appropriate to enter in this field.

## What needs to be done at the invoice lines level

Now you need to choose the right tax category at the line level for all invoice lines. The tax category "Services outside scope of tax" is the only valid tax category within the PEPPOL3 format for vendors who do not have a VAT number.

### Invoice lines

Line	Description	Supplier art. no.	Quantity	Unit	Price	Unit price basis	Line amount	Tax category
1	<input type="text" value="example"/>	<input type="text"/>	1	pcs	11.00	<input type="text" value="1"/>	11.00	Services outside
<a href="#">+ More details</a>								
2	<input type="text" value="example"/>	<input type="text"/>	3	pcs	11.00	<input type="text" value="1"/>	33.00	Services outside
<a href="#">+ More details</a>								
<a href="#">+ New line</a>								

After you have followed these steps, you can fill in the rest of the invoice as you would otherwise have done. Don't forget to click "check" at the bottom of the invoice before you try to send the invoice to make sure it is valid.