

# Invoicing instruction.

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## Introduction

Invoices within Trioplast AB are processed through an automatic matching in our systems. When an invoice is missing necessary information, the matching has to be performed manually which results in delays and a risk for postponed payments. For invoices that do not match with below requirements, we have the right to return to the supplier for completion of missing information. A new invoice should then be issued with a new due date. If our payment is delayed due to lack of information, as per below, we will not accept any penalty interest or similar charges.

All invoices shall be sent to [accounts.payable@Trioplast.se](mailto:accounts.payable@Trioplast.se) (except for those sent by EDI). We also accept invoices to below invoice address by regular mail, but we prefer e-mails. If any questions regarding this document, please contact [accounts.payable@Trioplast.com](mailto:accounts.payable@Trioplast.com).

## Necessary information on invoices

Supplier contact information

VAT registration number

Organization number

Bankgiro/Postgiro (Swedish suppliers)

IBAN

SWIFT

Invoice address: Trioplast AB

Invoice number

Invoice date

Your supplier number at Trioplast

Trioplast's order number/contract number

Referee / Orderer (signature received when ordering)

Delivery address

Delivery note number

Trioplast's article number

Quantity

Unit price

Row total

Trioplast's article number

Quantity

Unit price

Row total

## Clarification regarding information on invoices

For invoices referring to tools, samples, price correction invoices/credit notes etc. a referee / orderer is especially important since these invoices are not subject for automatic matching. These invoices are sent out for approval in our organization. If referee / orderer is missing or incorrect, there is a risk that the invoice will not be sent to the correct approver and the payment of the invoice will be postponed. Information from our order or explanation what has been invoiced is of course also necessary for these kind of invoices.

Invoices referring to serial deliveries to all Trioplast factories are subject for automatic matching. The parameters used for matching of serial delivery invoices are supplier number, Trioplast part number, quantity and delivery note number (invoices referring to spare parts are matched using Trioplast order number instead of the delivery note number.) These figures must be equivalent on both invoices and the delivery note and other documents sent with the goods for a successful match. If this is not in place there is a risk for postponed payment..

If the invoice refers to one delivery containing one or many articles, sent with only one delivery note, then one delivery note number may be given for the entire invoice. (See example below). If the invoice instead refers to more than one delivery sent with more than one delivery note, then the delivery note numbers must be specified for each row of the invoice.