

Compulsory e-invoicing in the public sector

- New legislation from 1 April
- Applies to all public procurements starting 1 April 2019, including direct procurements
- More info on the [Staff pages](#)
and on the [Medarbetarwebben](#)



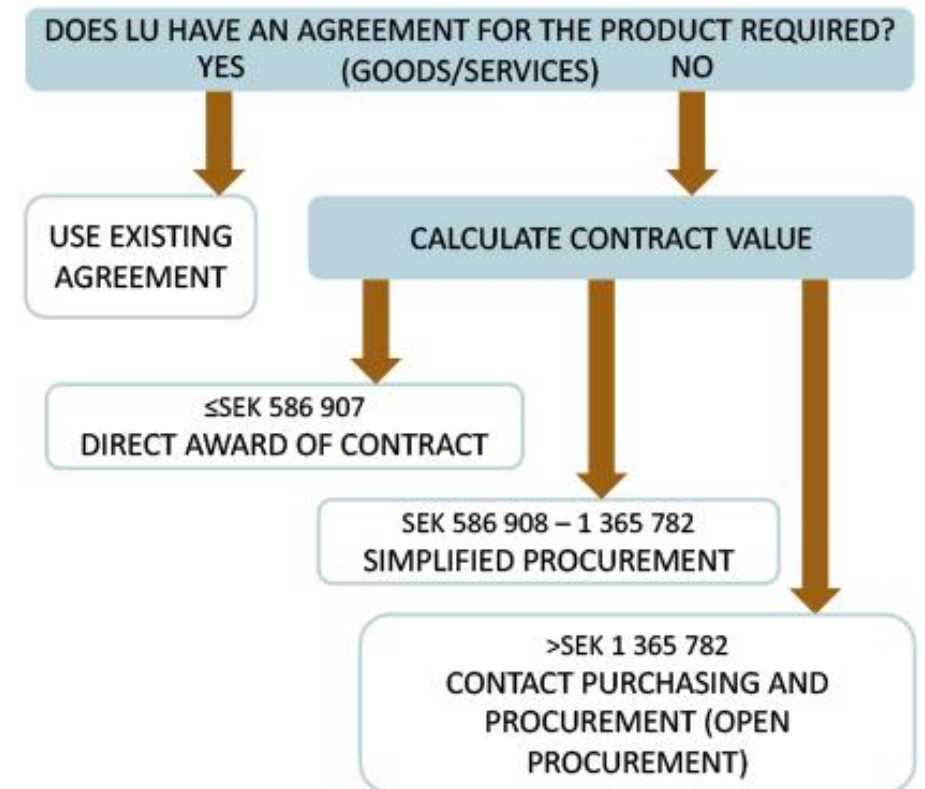
* There are a few exceptions, for instance fees that can't be procured, such as application fees for permits from the Police.

When should I demand e-invoices?

- Follow standard purchasing procedures:
 - If an agreement exists:
 - » Place your order in Lupin, if possible
 - » Otherwise order manually (i.e. travel booking) and refer to the agreement

When you do this the question of how the supplier shall send invoices is already settled = you do not need to address it with the supplier

 - If there is no agreement
 - » Calculate the contract value
 - » Follow the instructions on [the procurement pages](#)
 - » If you handle the procurement yourself, you must demand e-invoicing. Use the contract templates.



What shall I tell the supplier?



- Tell them that e-invoices are required by law and refer them to:

lu.se/leverantör or
lunduniversity.lu.se/supplier

- » The supplier will find the necessary information there.
- If the supplier e-mails pdf invoices, tell them that Lund University no longer accepts pdf invoices, and refer them to the webpages above.

