



INVOICING INFORMATION FOR SUPPLIERS

SSE Group

This document aims to provide a clear and comprehensive overview of the guidelines and requirements for invoicing the Stockholm School of Economics and companies within the group. By following these guidelines, we ensure smooth and efficient handling of invoices, which in turn facilitates both you as a supplier and us as a recipient.

We prefer e-invoices. If sending a PDF invoice, any attachments should be included in the same PDF file as the invoice, with the invoice first.

Stockholm School fo Economics

Finance department

Box 6501

113 83 Stockholm

Organization number: 802006-2074

VAT registration number: SE802006207401

E-invoice/GLN: 7368020062075 (EDI-switch/operator: Pagero)

PDF invoice emailed to faktura@hhs.se

Stockholm School fo Economics Executive Education AB

Finance Department

Box 45180

104 30 Stockholm

Organization number: 556255-0797

VAT registration number: SE556255079701

E-invoice/GLN: 7365562550794 (EDI-switch/operator: Pagero)

PDF invoice emailed to ekonomi@exedsse.se

SSE Bergsmannen Större 8 AB

Finance Department

Box 6501

113 83 Stockholm

Organization number: 559328-2220

VAT registration number: not registered for VAT

E-invoice/GLN: 559328-2220 (EDI-switch/operator: Pagero)

PDF invoice emailed to faktura.sp@hhs.se

SW House of Finance

Finance Department

Box 6501

113 83 Stockholm

Organization number: 802409-2648

VAT registration number: SE802409264801

E-invoice/GLN: 802409-2648 (EDI-switch/operator: Pagero)

PDF invoice emailed to faktura.shof@hhs.se



SSE Business Lab

Finance Department

Box 6501

113 83 Stockholm

Organization number: 556610-3536

VAT registration number: SE556610353601

E-invoice/GLN: 7365566103538 (EDI-switch/operator: Pagero)

PDF invoice emailed to faktura.ssebl@hhs.se

The invoice must contain:

- Invoice address
- Invoice date / due date
- At least 30 days payment terms
- Supplier's VAT registration number
- Supplier's reference
- Buyer's reference (first and last name)
- Buyer's project number: 5 digits provided at the time of order
- Account details for payment
- Approved for F-tax
- Description of what is being invoiced and implementation date
- Invoice amount
- VAT amount specified per VAT rate

For consultants

- Please note that for reimbursement of travel expenses, a copy of the receipt must be attached as documentation for our accounting. The amount reported on the invoice should be exclusive VAT.
- Use of a private car is reimbursed at 31.50 SEK/mile.

Please invoice as soon as possible after delivery.

Version history

Date	Version	Changed content	Approved by
2025-01-09	1.0	Document created	Malin Bull Wijkman