

Invoicing the City of Gothenburg

This page is aimed at those who want to send invoices to the administrations and companies of the City of Gothenburg. Here you will find information on how to do it, based on what your company or organisation looks like.

Content on this page

1. [What is an electronic invoice?](#)
2. [If you send e-invoices today](#)
3. [E-invoices via the PEPPOL network](#)
4. [If you do not send e-invoices today](#)
5. [How to do it](#)
6. [Contact Intraservice](#)

What is an electronic invoice?

An electronic invoice (e-invoice) is an invoice that is sent between electronic systems. The e-invoice must be in a format that is approved according to European standards. PDF invoices and scanned paper invoices are not considered e-invoices.

If you send e-invoices today

You can send e-invoices from most accounting systems. Contact your system provider if you are uncertain whether and, if so, how to send e-invoices.

Buying invoicing services

Invoicing services can also be bought from different companies that provide the possibility to send e-invoices.

E-invoices via the PEPPOL network

The City of Gothenburg primarily receives e-invoices via the PEPPOL network. The format we can receive in the PEPPOL network is PEPPOL BIS Billing 3.

Please note that all administrations and companies within the City of Gothenburg have unique GLN codes and PEPPOL IDs. The invoice must be sent to the correct GLN code/PEPPOL ID, it does not work to just state the corporate registration number.

Further down on this page, there is a list of GLN codes and PEPPOL IDs, plus corporate registration numbers, of the administrations and companies that are using the City of Gothenburg's common e-commerce solution.

In order for the e-invoice to reach us, you may have to add the email address efaktura@goteborg.se to the customer in your system.

Here is a link to the codes to be used for the electronic document to be correctly handled by the City of Gothenburg. [Specification of invoice content](#)

The billing address must contain the prefix, name and billing address of the receiving administration/company, for example:

*Goteborgs Stad
N161 Förvaltningen för funktionsstöd
Intraservice
405 38 Göteborg*

If you have problems sending e-invoices to the City of Gothenburg, you should first contact the support of your accounting system or your VAN operator.

If you do not send e-invoices today

If you do not have access to a system for sending e-invoices, you can use the Visma Supplier Center free of charge, to send e-invoices to the City of Gothenburg.

If you already have an account in the Supplier Center, go to www.proceedo.net/suppliercenter to log in. Contact the Visma support if you have problems logging in.

Use the contact form below (blue button) to start the process of sending e-invoices to the City of Gothenburg. Click on the blue button to contact us.

IMPORTANT

- Your email address is your login name.
- Remember to save your login password.

How to do it

Registering for e-invoicing

Here you see the different ways to register. Choose the way that is most suitable for your organisation before you register via the form.

Use the contact form to start the process of sending e-invoices to the City of Gothenburg. Click on the blue button to contact us.

Manuals for the Supplier Center

[Simplified manual for the Supplier Center](#)

[Manual in Swedish for the Supplier Center](#)

[Manual in English for the Supplier Center](#)

Corporate registration number of the City of Gothenburg

All administrations in the City of Gothenburg have the same corporate registration number: 212000-1355. The municipal companies of the City of Gothenburg all have their own corporate registration numbers.

Requirements on the invoice and content

All invoices to the administrations and companies of the City of Gothenburg that are registered for e-commerce shall be sent electronically in one of the formats that are approved by the City of Gothenburg.

Electronic invoices shall be sent from the start of the contract. As for approved formats, the City of Gothenburg follows the recommendations issued by SFTI concerning e-invoice formats. For new registrations, we recommend PEPPOL BIS Billing 3.

All invoices shall

- follow legal requirements, rules and recommendations for invoices and supporting documents
- include mandatory information according to the selected invoice standard
- include information required by the City of Gothenburg.

In addition, the invoice must include at least the following information:

- Agreement number
- Order number (for electronic orders)
- Subscription number (for subscriptions)
- Buyer reference (reception code)
- Buyer identity (GLN number)
- F-tax (Swedish corporation taxation) information, if applicable
- Payment information (e.g. Bankgiro or Plusgiro)
- Delivery address (for goods)

Invoice line specification for goods/services as follows:

- Product number or ID for product/service
- Designation of product/service
- Comment about product/service
- Quantity
- Unit
- Price per unit

For detailed information about the meaning of the different parts of the invoice information, plus technical information, see the PDF document [Specification of invoice content](#).

The invoice lines shall be consistent with agreed prices and the item number/designation of the price position. Electronic invoices with appendices shall not be sent separately. Reference to appendices that are considered as accounting information according to law, but are not electronically attached to the invoice, is not allowed. Appendices shall be sent in PDF format.

Administrations and companies registered in Proceedo

All administrations and companies of the City of Gothenburg use the City's framework agreement. However, all organisations do not use the City of Gothenburg's e-commerce solution (purchase and invoice processing). The companies of the City of Gothenburg are continually being registered for the City's e-commerce solution. Here is a list of those that have implemented e-commerce.

GLN and PEPPOL-ID

Registered administrations	GLN	PEPPOL-ID	Corporate registration number
N010 Stadsledningskontoret (City Executive Office)	7381035001655	0088:7381035001655	212000-1355
N020 Stadsrevisionen (City Audit)	7381035001952	0088:7381035001952	212000-1355
N025 Regionarkivet (Regional Archives)	7381035001969	0088:7381035001969	212000-1355
N043 Demokrati och medborgarservice (Democracy and Citizen Service)	7381035001976	0088:7381035001976	212000-1355
N050 Förvaltningen för inköp och upphandling (Administration for purchasing and procurement)	7381035080636	0088:7381035080636	212000-1355
N060 Intraservice	7381035001884	0088:7381035001884	212000-1355
N160 Äldre samt vård- och omsorgsförvaltningen (Elderly and Care Administration)	7381035099201	0088:7381035099201	212000-1355
N161 Förvaltningen för funktionsstöd (Administration for Disability Support)	7381035099218	0088:7381035099218	212000-1355
N163 Socialförvaltningen Nordost (Social Services Administration Northeast)	7381035099225	0088:7381035099225	212000-1355
N164 Socialförvaltningen Centrum (Social Services Administration City Centre)	7381035099232	0088:7381035099232	212000-1355
N165 Socialförvaltningen (Social Services Administration Southwest)	7381035099249	0088:7381035099249	212000-1355
N166 Socialförvaltningen Hisingen (Social Services Administration Hisingen)	7381035099256	0088:7381035099256	212000-1355
N152 Valnämnden (Election Committee)	7381035001983	0088:7381035001983	212000-1355
N200 Fastighetskontoret (Real Estate Office)	7381035908992	0088:7381035908992	212000-1355

N205 Fastighetskontoret transfereringar (Real Estate Office Transfers)	7381035001587	0088:7381035001587	212000-1355
N230 Lokalförvaltningen (Facilities Administration)	7381035000610	0088:7381035000610	212000-1355
N300 Stadsbyggnadskontoret (City Planning Office)	7381035001570	0088:7381035001570	212000-1355
N392 Park- och naturförvaltningen (Parks and Nature Administration)	7381035000160	0088:7381035000160	212000-1355
N393 Idrott- och föreningsförvaltningen (Sports and Associations Administration)	7381035000153	0088:7381035000153	212000-1355
N400 Trafikkontoret (Traffic Administration Office)	7381035001563	0088:7381035001563	212000-1355
N560 Kretslopp och vatten (Recycling and Water)	7381035904000	0088:7381035904000	212000-1355
N608 Förskoleförvaltningen (Preschool Administration)	7381035083439	0088:7381035083439	212000-1355
N609 Grundskoleförvaltningen (Primary School Administration)	7381035083446	0088:7381035083446	212000-1355
N610 Utbildningsförvaltningen (Education Administration)	7381035901375	0088:7381035901375	212000-1355
N625 Arbetsmarknad och vuxenutbildning (Labour Market and Adult Education)	7381035001945	0088:7381035001945	212000-1355
N690 Kulturförvaltningen (Culture Administration)	7381035001594	0088:7381035001594	212000-1355
N800 Miljöförvaltningen (Environment Administration)	7381035001891	0088:7381035001891	212000-1355
N900 Kommungemensamma poster (Municipally-shared items)	7381035001617	0088:7381035001617	212000-1355
Registered companies	GLN	PEPPOL-ID	Corporate registration number
B100 Göteborgs Stadshus AB	7381035072105	0088:7381035072105 0007:5565370888	556537-0888
B270 Hotell Heden	7340184301559	0088:7340184301559 0007:5560502501	556050-2501

B300 Göteborgs Stadsteater	7381035014181	0088:7381035014181 0007:5560167875	556016-7875
B331 Älvstranden Utveckling AB	7381035009354	0088:7381035009354 0007:5566597117	556659-7117
B335 Ferux Fastighet i Göteborg AB	7381035098617	0088:7381035098617 0007:5566150123	556615-0123
B336 Lindholmspiren Beta AB	7381035072426	0088:7381035072426 0007:5566258074	556625-8074
B337 Menlin Fastighets AB	7381035098600	0088:7381035098600 0007:5566024922	556602-4922
B341 Eriksbergs Förvaltnings AB	7381035072419	0088:7381035072419 0007:5560794306	556079-4306
B344 Fastighets AB Raila	7381035098594	0088:7381035098594 0007:5590575923	559057-5923
B346 Fastighets AB Navet	7381035072433	0088:7381035072433 0007:5566094354	556609-4354
B350 GotEvent	7381035002072	0088:7381035002072 0007:5560159823	556015-9823
B370 Södra Älvstranden Utveckling AB	7381035009385	0088:7381035009385 0007:5566586805	556658-6805
B371 Älvstranden Gullbergsvass AB	7381035099621	0088:7381035099621 0007:5560232646	556023-2646
B390 Norra Älvstranden Utveckling AB	7381035009361	0088:7381035009361 0007:5560013574	556001-3574
B392 Göteborgs Frihamns AB	7381035072457	0088:7381035072457 0007:5562469519	556246-9519
B393 Fastighets AB Fribordet	7381035009378	0088:7381035009378 0007:5562485747	556248-5747
B394 Norra Älvstranden Bostäder AB	7381035072389	0088:7381035072389 0007:5562603281	556260-3281
B395 GVA Fastigheter AB	7381035099638	0088:7381035099638 0007:5562918930	556291-8930
B396 GVA Fastigheter KB	7381035099645	0088:7381035099645 0007:9168362888	916836-2888
B397 Norra Älvstranden Service AB	7381035072396	0007:9168362888	556558-0619
B398 Torphuset Fastighets AB	7381035072440	0088:7381035072440 0007:5566907571	556690-7571

B400 Förvaltnings AB Framtiden	7381035004663	0088:7381035004663 0007:5560126012	556012-6012
B410 Bostads AB Poseidon	7381035014372	0088:7381035014372 0007: 5561203398	556120-3398
B420 Familjebostäder i Göteborg AB	7340184302044	0088:7340184302044 0007:5561143941	556114-3941
B433 Förvaltnings AB Göteborgslokaler	7381035009873	0088:7381035009873 0007:5560824897	556082-4897
B440 Göteborgs Egnahems AB	7381035004724	0088:7381035004724 0007:5560953829	556095-3829
B442 Bygga Hem i Göteborg AB	7381035082845	0088:7381035082845 0007:5566437934	556643-7934
B450 Göteborg Stads Parkering AB	7381035004878	0088:7381035004878 0007:5561194878	556119-4878
B475 Gårdstensbostäder	7381035002843	0088:7381035002843 0007:5565360277	556536-0277
B496 Framtiden Byggutveckling AB	7381035077681	0088:7381035077681 0007:5567315170	556731-5170
B500 Göteborgs Hamn AB	7381035002881	0088:7381035002881 0007:5560082553	556008-2553
B570 Fripoint AB	7381035098624	0088:7381035098624 0007:5560241456	556024-1456
B571 S Tingsvassen 739:137 Fastighets AB	7381035098631	0088:7381035098631 0007:5566062641	556606-2641
B600 Higab AB	7381035002928	0088:7381035002928 0007:5561048587	556104-8587
B680 Försäkrings AB Göta Lejon	7381035002799	0088:7381035002799 0007:5164018185	516401-8185
B720 Gryaab	7381035002836	0088:7381035002836 0007:5561372177	556137-2177
B770 Grefab	7381035004694	0088:7381035004694 0007:5561854109	556185-4109
B832 Störningsjouren i Göteborg AB	7381035007022	0088:7381035007022 0007:5566571443	556657-1443
B860 Göteborg & Co AB	7381035002850	0088:7381035002850 0007:5564280369	556428-0369

Questions concerning e-invoices

If you have questions concerning e-invoices, use the contact form above.