

Invoicing Instructions for Suppliers

Invoices must be issued according to the approved invoice method to ensure payment. Invoices that do not meet the instructions will not be reviewed and will be rejected.

Invoicing Requirements

Stegra entity information	<ul style="list-style-type: none">• Legal entity name and address• Purchase Order (PO) number, if applicable• Cost center code, unless PO number is included• Name of Stegra reference (contact person)
Supplier details	<ul style="list-style-type: none">• Supplier's legal entity name• Supplier's corporate identify number• Supplier's address
Invoice details and bank account information	<ul style="list-style-type: none">• Date of issue• Invoice reference number – unique number identifying the invoice• Business event - the quantity and the nature of the goods/services supplied• For consultancy invoices, state name of consultant• Period - specification of when the items on the invoice occurred• Invoiced amount in the agreed currency• Due date• Invoice amount in payable currency• Remittance details (bank account and vendor remit address)
Tax details	<ul style="list-style-type: none">• Taxable value, tax amount• VAT identification number and/or Business ID• Applicable taxes
Other invoice reference details	<ul style="list-style-type: none">• Your contact details – phone number and a valid e-mail address• Contract number, if applicable• The invoice should correspond to the line items on the purchase order

Issuance

EDI Invoices is the primary and preferred method:

- VAN Operator: Pagero

PDF invoice by email is the secondary method:

- Must be electronically readable (PDF, TIFF, or JPEG)
- Only send one (1) invoice per e-mail. Please combine attachments.
- Use the appropriate email address for each respective company listed



Payment Application

If the supplier uses Payment Applications (PayApps): Suppliers shall submit through the Company's system, together with all required supporting documents.

- **Milestone-based PayApps:** Upon completing a Contract Milestone, a PayApp may be submitted at any time, provided the milestone has been achieved in accordance with the acceptance criteria.
- **Progress-based PayApps:** Where the Contract specifies monthly progress measurement, the Supplier may, after the Month-End Progress Cut-off Date or once progress is achieved (for lump sum and reimbursable scopes), submit the relevant progress data.

The Company will review each PayApp and notify the Supplier, within the terms of contract, via the system if it is approved or rejected. If rejected, the Company will state the reasons and what is required for approval. If approved, the supplier issues an invoice to receive payment.

Purchase Order

Once a PayApp is approved, the Company will issue a purchase order (PO), which serves as the payment certificate for that PayApp.

Each approved PayApp/PO requires a separate invoice from the Supplier.

Payment

Payment will be made in accordance with the payment terms specified in the Contract or Purchase Order (PO), subject to standard banking processing times. The due date stated on the Supplier's invoice does not override the contractual payment terms.

VAT

Suppliers shall be fully responsible for its VAT reporting towards applicable tax authorities (in Supplier's country, Sweden and or any other applicable jurisdiction). Supplier is to consult its tax adviser if unsure on how VAT should be managed/reported.

Questions

For questions related to payment status of approved invoices submitted by Supplier, please contact your contact person at Stegra.



Stegra Boden AB

Company	Stegra Boden AB
Corporate Identity Number	559305-4918
Address	Teknikvägen 3, 961 50 Boden
Email Address for invoices	invoices.stegradoden@stegra.com
Swedish VAT number	SE559305491801
PEPPOL-ID	0007:5593054918
Email Address for Questions	accounting.boden@stegra.com

Stegra Boden Electrolyzer AB

Company	Stegra Boden Electrolyzer AB
Corporate Identity Number	559308-0756
Address	Teknikvägen 3, 961 50 Boden
Email Address	invoices.stegradodenelectrolyzer@stegra.com
Swedish VAT number	SE559308075601
PEPPOL-ID	0007:5593080756
Email Address for Questions	accounting.boden@stegra.com

Stegra AB

Company	Stegra AB
Corporate Identity Number	559272-3000
Address	Norra Stationsgatan 93A, 11364 Stockholm
Email Address	invoices.stegraab@stegra.com
Swedish VAT number	SE559272300001
PEPPOL-ID	0007:559272-3000
Email Address for Questions	accounting@stegra.com

JL Boden Water AB

Company	Stegra II AB
Corporate Identity Number	559441-2859
Address	Norra Stationsgatan 93A, 11364 Stockholm
Email Address	invoices.jlwaterab@stegra.com
Swedish VAT number	SE559441285901
PEPPOL-ID	0007: 5594412859
Email Address for Questions	accounting.jlwaterab@stegra.com

Stegra II AB

Company	Stegra II AB
Corporate Identity Number	559344-9498
Address	Norra Stationsgatan 93A, 11364 Stockholm
Email Address	invoices.stegra2@stegra.com
Swedish VAT number	SE559344-949801
PEPPOL-ID	0007:5593449498
Email Address for Questions	accounting@stegra.com