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# Process description for an e-invoicing project using Svefaktura

## Introduction

The purpose of this document is to describe the process of connecting a supplier with a government agency and to define the responsibilities of the different parties involved.

This document describes the roles, ways of communication and information flow during the project of connecting a supplier. It is a general description, and specific questions may need separate considerations.

## Audience

This document is intended for people involved in connecting the suppliers and government agencies to the electronic invoice solution based on the Svefaktura format, both at the government agencies as well as their suppliers.

## Reference Material, Output and Roles

### Reference Material

The list shows useful reference material:

1. Information directed to the suppliers of government agencies on [www.e-fakturera.nu](http://www.e-fakturera.nu).
2. "Handledning för Svefaktura i staten" (in its next version this document will be updated by SFTI and describe the Svefaktura standard for the entire public sector). The document is available on [www.esv.se](http://www.esv.se) below the heading E-fakturering/ Stödpaket.
3. Guides that describe Svefaktura examples adopted to specific industry needs. (These will be available on [www.svefaktura.se](http://www.svefaktura.se) together with the next version of SFTI's Svefaktura guide for the public sector.)
4. The Svefaktura specification is available on [www.svefaktura.se](http://www.svefaktura.se).
5. A status summary of the 500 largest suppliers to the government agencies named "Status för statens 500 största leverantörer.xls", which is available on [www.esv.se](http://www.esv.se) below the heading E-fakturering/ Leverantörsbearbetning.
6. A guide to simplified EDI contracts containing appendices with contract templates. (This will be available during Q1 2008) on [www.esv.se](http://www.esv.se) below the heading E-fakturering/ Stödpaket.

### Output

The output of the process:

- Svefaktura invoices to the government agency.

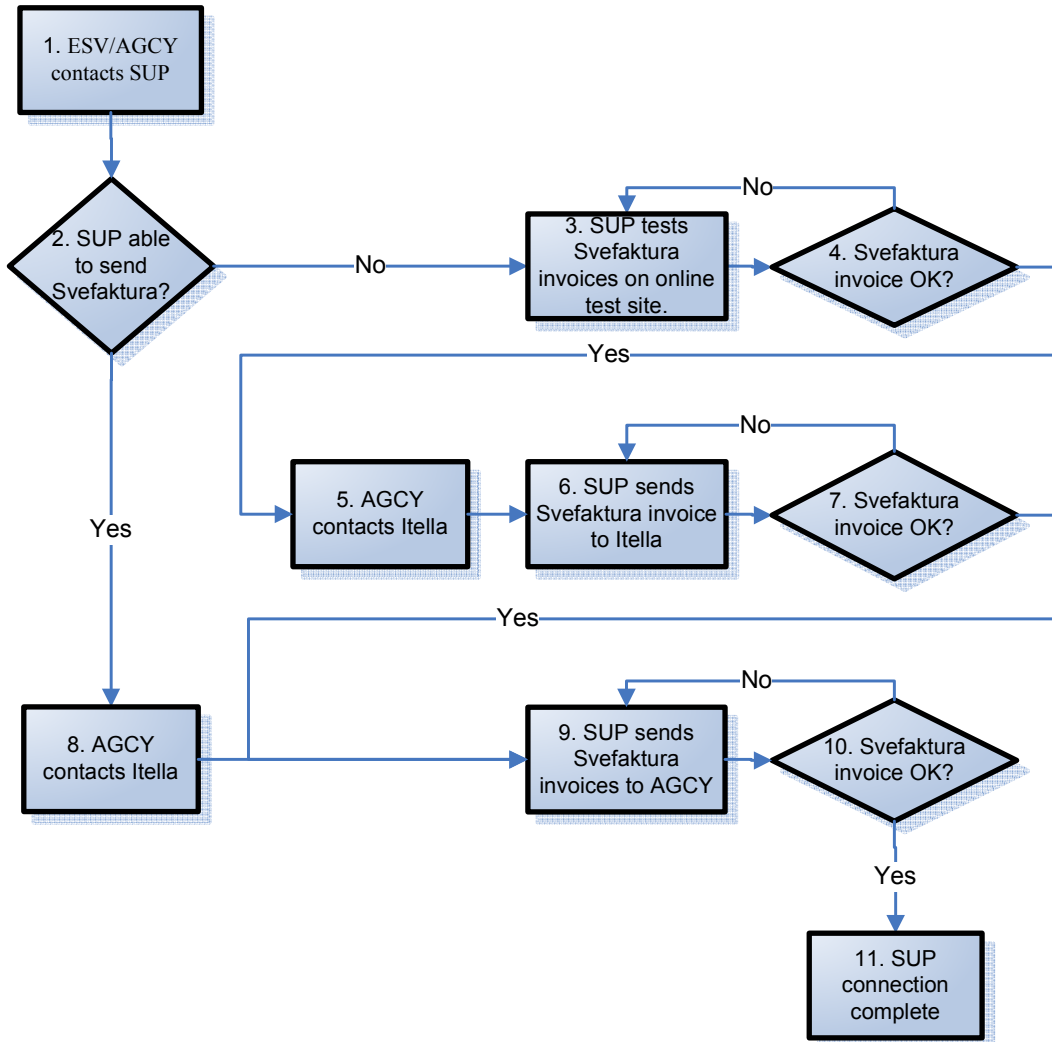
- An agreement between the government agency and the supplier. See also the guide to simplified EDI contracts, which will be available in Q1 2008 on [www.esv.se](http://www.esv.se) below the heading E-fakturering/ Stödpaket.

## Roles

- The Financial Management Authority (ESV) is in charge of and coordinates the implementation of a standard invoice format among the government agencies.
- Itella (within the government agencies framework agreement for electronic invoicing) connects suppliers and tests the Svefaktura invoices through the electronic message switch. The invoices must be approved by SFTI first.
- Single Face to Industry (SFTI) answers questions regarding the Svefaktura format, offers an online service for verifying test invoices and performs manual reviews of the Svefaktura test invoices as a complement to the automatic verification.
- The supplier (SUP) develops support for the Svefaktura format.
- The government agency (AGCY) is responsible for connecting their suppliers using the Svefaktura solution.

# Process Description

## Process Overview



| Process  | Description  |
|--|--|
| 1. ESV/AGCY contacts SUP                             | ESV or the agency contacts the relevant supplier and offers them to establish a connection. This contact is made as a step in a systematic review to connect suppliers to the government agencies. |
| 2. Is SUP able to send Svefaktura invoices?          | Is the supplier already able to send Svefaktura invoices to government agencies?   |
| 3. SUP tests Svefaktura on SFTI online test service. | The supplier verifies the Svefaktura invoice on the SFTI online test service on <a href="http://www.svefaktura.se">www.svefaktura.se</a> .   |
| 4. Svefaktura invoice OK?                            | Does the Svefaktura invoice pass the test? (SFTI   |

|   |  |
|---|--|
|   | approves the Svfaktura invoice manually.)  |
| 5. AGCY contacts Itella                   | If ESV has contacted the supplier, ESV will select a relevant agency for pilot testing. The agency then contacts both the supplier and Itella before the supplier starts sending Svfaktura invoices. Itella configures and tests the connection with the supplier. |
| 6. SUP sends Svfaktura invoices to Itella | The supplier sends Svfaktura invoices electronically to Itella's access point for testing and by e-mail to both Itella and the agency.   |
| 7. Svfaktura invoice OK?                  | Is the Svfaktura invoice approved by Itella?   |
| 8. AGCY contacts Itella                   | The agency contacts Itella before the supplier can start sending Svfaktura invoices.   |
| 9. SUP sends Svfaktura invoices to AGCY   | The supplier sends the Svfaktura invoice to the agency through Itella's access point.  |
| 10. Svfaktura invoice OK?                 | Is the Svfaktura invoice approved by the agency?   |
| 11. SUP connection complete               | The supplier is connected and from now on the Svfaktura invoices replace the paper invoices from the supplier to the agency.   |

## Process Step-by-step

Below is a detailed description of the process steps:

1. *ESV/AGCY contacts SUP* – ESV contacts suppliers based on the list of the 500 largest suppliers, "Status för statens 500 största leverantörer.xls". The agencies contact relevant suppliers from the same list. If the supplier does not already send Svfaktura invoices to government agencies, ESV informs the supplier of the following sources of information.
  - a. Information directed to the suppliers of government agencies on [www.e-fakturera.nu](http://www.e-fakturera.nu).
  - b. "Handledning för Svfaktura i staten" (in its next version this document will be updated by SFTI and describe the Svfaktura standard for the entire public sector).
  - c. Guides that describe Svfaktura examples adopted to specific industry needs. (These will be available on [www.svfaktura.se](http://www.svfaktura.se) together with the next version of SFTI's Svfaktura guide for the public sector.)
  - d. For those who do not use standard modules there is a Svfaktura specification available on [www.svfaktura.se](http://www.svfaktura.se). There you can also find a list of all approved business applications suppliers that fulfil the requirements for sending Svfaktura invoices.
  - e. Information about the supplier is published in the list of the 500 largest suppliers, "Status för statens 500 största leverantörer.xls". (See [www.esv.se](http://www.esv.se) below the heading E-fakturering/Leverantörsbearbetning.) This way the agencies can find information about the suppliers' implementation status.

- f. A guide to simplified EDI contracts containing appendices with contract templates. (This will be available during Q1 2008) on [www.esv.se](http://www.esv.se) below the heading E-fakturering/ Stödpaket.
2. *Is SUP able send Svefaktura?* – If the supplier is already able to send Svefaktura invoices to government agencies, proceed to step 8. If not, proceed to step 3.
  3. *SUP tests Svefaktura on SFTI online test service* – The supplier verifies Svefaktura test invoices automatically on the online service [www.svefaktura.se](http://www.svefaktura.se) (SFTI's verification service) to make sure the invoices follow the formal standard and do not contain any errors. When the invoices pass the automatic test without comments, the supplier also sends the invoices by e-mail to [tekniskt.kansli@skl.se](mailto:tekniskt.kansli@skl.se) (SFTI), copying [e-faktura@esv.se](mailto:e-faktura@esv.se) (ESV), for manual approval. (The online verification service will be updated during the spring 2008 so that manual approval will no longer be necessary.) SFTI then sends an e-mail back to the supplier and ESV with comments.  
The supplier can send technical questions at any time to [tekniskt.kansli@skl.se](mailto:tekniskt.kansli@skl.se) and procedural questions to [e-faktura@esv.se](mailto:e-faktura@esv.se).
  4. *Svefaktura invoice OK?* – If the Svefaktura invoice is approved by the verification service and by SFTI, proceed to step 5, otherwise correct the invoice and go back to step 3.
  5. *AGCY contacts Itella* – If ESV contacts the supplier, ESV will select a relevant agency for pilot testing. The agency sends an offer regarding electronic invoicing or a simplified EDI contract to the supplier according to the guide "Handledning för förenklat EDI-avtal". The agency also sends contact information regarding the supplier to Itella. Itella then contacts the supplier for further information in order to set up and test the connection.
  6. *SUP sends Svefaktura invoice to Itella* – The supplier sends Svefaktura invoices electronically to Itella's access point for testing. These tests will cover transfer and distribution of Svefaktura invoices. Itella informs the supplier and the agency about the outcome of the tests. The supplier also sends the Svefaktura invoices by e-mail to Itella and the agency for tests in the invoice management application.
  7. *Svefaktura invoice OK?* – If the Svefaktura invoice is approved by Itella, proceed to step 9, otherwise correct the error and go back to step 6.
  8. *AGCY contacts Itella* – The agency contacts Itella before accepting invoices from a new supplier. This step is necessary in order for Itella to configure the invoice transfer between the new supplier and the agency.
  9. *SUP sends Svefaktura invoices to AGCY* – The supplier sends the Svefaktura invoice to the agency through Itella's access point. These tests are based on real invoice data.
  10. *Svefaktura invoice OK?* – If the Svefaktura invoice is approved by the agency, proceed to step 11, otherwise correct the invoice and go back to step 9. The agency informs the supplier of the test results.
  11. *SUP connection complete* - The supplier is connected, and from now on the Svefaktura invoices replace the paper invoices from the supplier to the agency. The agency informs ESV.  
If there is no specific need for an EDI contract, a contract regarding electronic invoicing by Svefaktura is regarded established by following the steps described here.