

Invoicing Procedures for vendors to Kungl. biblioteket/National Library of Sweden (the BIBSAM consortium)

All invoices sent to the National Library of Sweden must contain the following information:

- **Invoice address:**
Kungl. biblioteket/National Library of Sweden
National Coordination of Libraries
P.O. Box 5039
SE-102 41 Stockholm
Sweden

NB: The Consortium or a person's name is not to be included in the invoice address. But in order to facilitate the internal postal service the address label of the envelope can have attention to your dedicated contact name within the consortium.

- **Reference number:** 252102
- **Terms of payment:** 60 days
- **Date of invoice:** Due to Governmental accounting policy invoices have to be dated the same year as the order/subscription [in most cases meaning in January the year of the subscription]
- **Invoice number**
- **Bank details:** including complete address, account, IBAN and BIC numbers

Any omission of the above mentioned information will result in invoices being returned to sender.

We would prefer if you send the invoice as a pdf via email to your dedicated contact person instead of sending it by post.

For any further questions please contact our Financial Operations department, E-mail: ekonomi@kb.se

Thank you for your co-operation!

With kind regards,
Britt-Marie Wideberg
Coordinator of the BIBSAM consortium
Kungl. biblioteket/National Library of Sweden
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