

New process for sending your invoices to Sporveien Corporate Group

Dear Valued Supplier,

As part of Sporveien ongoing efforts to streamline our purchase-to-pay processes to deliver on-time invoice payments, we are accelerating the next phase of our digitalisation strategy. Starting from 28.02.2023, Sporveien will be phasing out the processing of traditional paper and emailed PDF invoices.

Sporveien has partnered with Pagero, a global B2B network, to provide electronic invoicing that will be rolled out for the receipt of all invoices. This transition will ensure on-time payment, increased traceability and strengthen supplier relationships.

For more information regarding the options available please visit our [Project Page](#).

**Additional benefits of trading electronically:**

- **Minimise errors:** apply automated invoice validation and enrichment.
- **Secure document and data exchange:** no data corruption or risk of invoices being lost in the mail or an inbox.
- **Track and traceability:** track the status of your invoices.
- **Automation of ERP workflow:** lower operations costs and eliminate time-consuming and error-prone manual tasks.
- **Better cash flow:** ensure on-time payments.
- **Fulfil legal requirements:** be always up to date and compliant with tax and archiving legislation
- **Environmentally friendly:** lower paper use and CO2 emissions
- **Remote work-ready:** do business from anywhere without the need for extra resources like printers, scanners, or the postal service.

We require our suppliers to adopt e-invoicing as soon as possible, as after 30.04.2023 all invoices received on paper and PDF will be rejected. All new tenders and contracts will have trading electronically as a prerequisite to providing goods and services to Sporveien.

In order to initiate your migration to e-invoicing, we have asked Pagero to reach out to you within the next 10 working days. Pagero will be handling all aspects of this project and will keep us updated on your progress.

If you already have a Pagero account, please [login](#) and add Sporveien AS to your account using the customer directory in Pagero Online. *If you are using another service provider, contact them and ask them to establish the connection with Pagero.*

Thank you in advance for your support with this mutually beneficial initiative. We look forward to receiving your invoices electronically.

Yours sincerely,

Marthe Tiller

Senior Controller

Sporveien AS