Guide to Electronic Invoice Documents
ELIN 2.0

Ver. 08/02/2018

Guide to ELIN 2.0

- Electronic invoice documents are for you if you send domestic and international mail and periodicals and pay via invoice on your customer number at Postnord.

- With this tool you can create your invoice document for all periodicals and mail services except unaddressed direct mail (UDM).

- You enter details of what you need to send, when and where to submit your shipments, plus other information that must be specified for a complete invoice document. At the same time, a shipping note is generated, which you print and deliver together with your shipments.

- You can also create templates and search saved and sent invoice documents to get a better overview of what you sent.
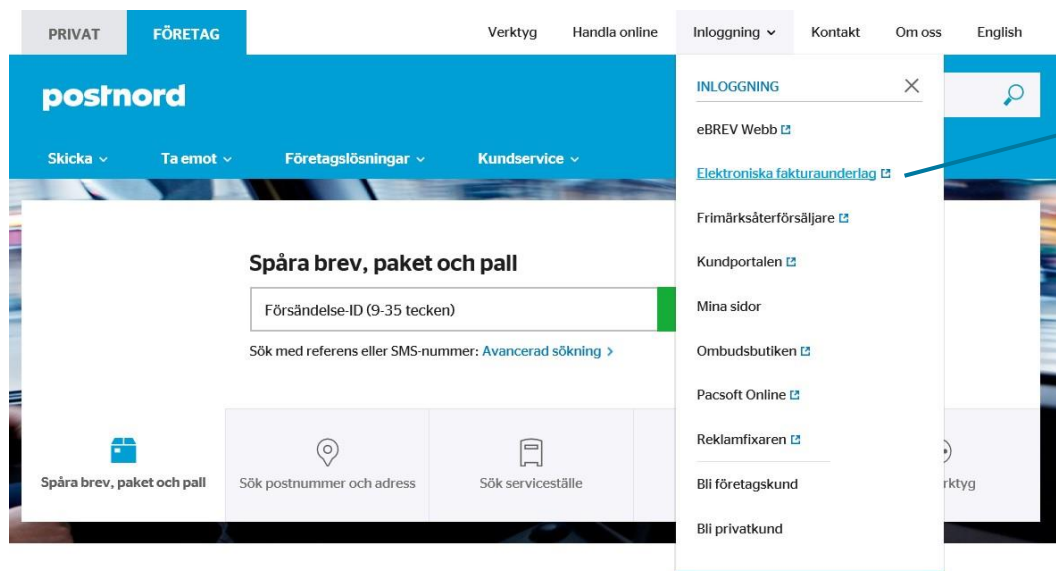
Contents

Getting started

- Before you can use Electronic Invoice documents, you must be a contract customer at PostNord and you must have a business account at postnord.se.

- You apply to become a contract customer via the link http://www.postnord.se/foretag/kundservice/bli-kund/bli-avtalskund. Once a credit check is completed, you will be sent a username, password and verification code in a letter to the address of your registered office. The verification code must be entered when you first log in to Electronic Invoice documents.

- You create a business account at postnord.se via the link http://www.postnord.se/foretag/kundservice/bli-kund/skapa-konto.

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Login

- Select "Login" under the Business tab at postnord.se and then click on the link "Electronic Invoice document".

- Enter your username and password for your postnord.se account.

Start using electronic invoice documents

▪ Before you can use the tool for the first time, you must register at least one contact person, a customer number/customer and a drop-off point. You do this in the "Company Details" tab.

▪ You can find out more about this under the heading "Company Details tab" on pages 21-23 of this guide.

Invoice Document tab

- On this page you can:
  - See all your invoice documents
  - Search/filter invoice documents
  - Create new invoice documents
  - Change saved or imported invoice documents[1]
  - Send saved or imported invoice documents
  - Print shipping notes
  - Import and export invoice documents

Click on the line to open and close a specific invoice document.

Tip: You can select sort order by clicking on the headings.

	Skapat	Inlämnat	Referensnummer	Betalande kund	Inlämnande kund	Status	
☐	2017-04-11	2017-04-16	3564837	-- (20375041)	Posten AB (20412679)	Importerat	⌄
☐	2017-04-06	2017-04-06	3564836	Posten AB (20412679)	Posten AB (20412679)	Skickat	⌄
☐	2017-04-06	2017-04-06	3564835	Posten AB (20412679)	Posten AB (20412679)	Skickat	⌄
☐	2017-04-06	2017-04-06	3564834	Posten AB (20412679)	Posten AB (20412679)	Skickat	⌃

Betalande kund	Inlämnande kund	Inlämningsställe	Kontaktperson	Inlämningsdatum
Posten AB	Posten AB	Huddinge Segeltorp, Ellipsv	Tilo Sorge	2017-04-06
			Kalle_testare	

Artikel	Tilläggsartikel	Antal	Styckvikt	Totalvikt
① 1:a klass brev, osort sändn, 500 ex		750	23g	17.3kg
② Ekonomibrev inrikes, högst 20 g/st		150		
Ekonomibrev inrikes, tillägg, skrymmande		75		

[1] Note that it is not possible to change invoice documents once sent; however, you can use them again as templates. Contact PostNord Customer Service on Tel. 0771-33 33 10 if you need to change or cancel an invoice once sent. This must be done no later than on the drop-off day.

Create new invoice document - step 1

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- Click "Create new" and then select "New Invoice Document" (or "Use template" if you want to create an invoice document from a template you previously created - see section "Create templates").

- Choose which customer number/customer is to pay for the delivery and which one submits the shipments (it is usually the same if you do not submit on behalf of other customers).

- Choose the drop-off point.

- Select a contact.

- Drop-off date.

- In the fields "Invoice text" and "Own notes" you can, respectively, enter specific details that are to appear on the invoice and notes for your own administration. Click the (+) sign to bring up the text fields.

Nytt fakturaunderlag ✕

Välj nedan om du vill använda en befintlig mall eller skapa ett helt nytt fakturaunderlag.

| Nytt fakturaunderlag |
| Använd mall |

Tip: In the drop-down boxes "Paying customer number" or "Submitting customer number" you can select display order either via customer name in alphabetical order or via customer number order, by sorting the information as desired in the Company Details menu.

Nytt   **Påbörjat**

| Betalande kundnummer * | Inlämnande kundnummer * | Inlämningsställe * | Kontaktperson * | Inlämningsdatum * |
| Posten AB (20412679) | Posten AB (20412679) | -Välj inlämningsställe- | -Välj kontaktperson- | 2017-09-25 |

Fakturatext ⊕   **Egna noteringar** ⊕

| Typ av försändelse * | Typ av tjänst * | Typ av artikel * |
| Välj försändelse | Välj tjänst | Välj artikel |

Create new invoice document - step 2

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- In the next step, you enter information about your shipments. You specify your shipments by choosing the type of shipment, type of service and type of item.

- Then specify the quantity and, where applicable, the unit or total weight (for shipments).

- Repeat the above until all your shipments are registered.

- In cases involving additional items for the service selected, they will appear in the column "Additional items". The additional item applies to all shipments in one consignment (in the example below, the consignment consists of 750 bulky shipments with a unit weight of 22 grams).

Send invoice document to Postnord

– Once you have entered all the information and have completed the document, you send it off by clicking on "*Submit document to PostNord*".

– If you want to add to this information and send the document off at a later stage, select "*Save ongoing, not sent*".

– Please note that it is very important that you send the document to Postnord before your shipments are submitted.

Typ av försändelse *	Typ av tjänst *	Typ av artikel *
Brevsändning inrikes	Brevsändning, 1:a klass bre	Välj artikel

	Artikel	Tilläggsartikel	Antal	Styckvikt (g)	Totalvikt (kg)	
①	1:a klass brev, osort sändn, 500 ex	Välj tilläggsartikel	750	22	16.5	🗑
	1:a klass brev sändning , tillägg, skrymmande					🗑

Spara pågående, ej skickat   Visa pågående, ej skickat   Spara som mall   Radera   **Skicka underlag till PostNord**

More about sending invoice

- If you have prepared several invoice documents, you can send them off at the same time by selecting the required documents in the boxes in the left column and then clicking on the send symbol.

Fakturaunderlag	Mallar	Företagsuppgifter	Hjälp				Ladda ned artikellista

Betalande kundnummer ⌄   Skapat datum ⌄   Status ⌄   ☑ Enbart mina   Referensnummer 🔍   Fler ⌄   ◀ 1-8 of 8 ▶ ▶▏ ↪ 🗑 ⬇ ⬆   **Skapa nytt**

☐	Skapat	Inlämnat	Referensnummer	Betalande kundnummer	Inlämnande kundnummer	Status	
☑	2018-01-04	2018-01-08	6194472	Test customer_1 (12345678)	Test customer_1 (12345678)	Pågående, ej skickat	⌄
☑	2018-01-04	2018-01-08	6124330	Test customer_1 (12345678)	Test customer_1 (12345678)	Pågående, ej skickat	⌄
☑	2018-01-04	2018-01-08	6124329	Test customer_1 (12345678)	Test customer_1 (12345678)	Pågående, ej skickat	⌄
☐	2018-01-03	2018-01-08	6194467	Test customer_1 (12345678)	Test customer_1 (12345678)	Skickat	⌄
☐	2017-12-19	2017-12-22	6124332	Test customer_1 (12345678)	Test customer_1 (12345678)	Skickat	⌄

Add Bulky for individual letters

- If you are going to submit individual letters in different weight ranges, where several shipments in different weight ranges are bulky, all you have to do is enter the total of the number of bulky shipments in the bottom row.

Brev inrikes och utrikes ⌄	1:a klass inrikes brev ⌄	Välj artikel ⌄				
Artikel	**Tilläggsartikel**		**Antal**	**Styckvikt (g)**	**Totalvikt (kg)**	
① 1:a klassbrev inrikes, Högst 50g/st	Välj tilläggsartikel ⌄		23			🗑
② 1:a klassbrev inrikes, 51-100 g/st	Välj tilläggsartikel ⌄		33			🗑
③ 1:a klassbrev inrikes, 251-500 g/st	Välj tilläggsartikel ⌄		58			🗑
④ 1:a klassbrev inrikes, 1001-2000 g/st	Välj tilläggsartikel / 1:a klass brev inrikes, tillägg, skrymmande		203			🗑

Spara pågående, ej skickat   Visa pågående, ej skickat   Spara som mall   Radera   **Skicka underlag till PostNord**

Artikel	**Tilläggsartikel**		**Antal**
① 1:a klassbrev inrikes, Högst 50g/st	Välj tilläggsartikel ⌄		23
② 1:a klassbrev inrikes, 51-100 g/st	Välj tilläggsartikel ⌄		33
③ 1:a klassbrev inrikes, 251-500 g/st	Välj tilläggsartikel ⌄		58
④ 1:a klassbrev inrikes, 1001-2000 g/st	Välj tilläggsartikel ⌄		203
1:a klass brev inrikes, tillägg, skrymmande			75

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Print shipping note

– When you have sent off the invoice document, a shipping note is automatically generated, which you can display and print. The shipping note must be submitted together with your shipments (you can only show/print the shipping note after you have sent the invoice document to Postnord).

– You can save a sent invoice document as a template or use it again to create a new document based on the same details as the original invoice document.

Export invoice document

- Select which invoice document(s) you want to export by checking the box at the far left of the row. Click on the export icon and then choose what format the file should be exported to, and then where on your computer the file should be placed.

- You can export multiple invoice documents at the same time by checking multiple rows. When you export multiple documents, they will be aggregated into one file.

Välj vad du vill exportera ✕

Fakturaunderlag som:
- ● .xml
- ○ .xml2
- ○ .skv
- ○ .pdf

Artiklar som:
- ○ .xml
- ○ .skv

Inlämningsställen som:
- ○ .xml
- ○ .skv

OK

Export

| Filtrera efter | Betalande kund ⌄ | Skapat datum ⌄ | Status ⌄ | Sök på referensnummer 🔍 | Fler ⌄ | | | | | 1-17 of 17 | | | | | | Skapa nytt |

Inlämnande kund ⌄   Inlämnat datum ⌄   ☐ Endast ändrade   ☑ Enbart mina   ☑ Skapade I ELIN

☐	Skapat	Inlämnat	Referensnummer	Betalande kund	Inlämnande kund	Status	
☑	2017-04-06	2017-04-06	3564835	Posten AB (20412679)	Posten AB (20412679)	Skickat	⌄
☑	2017-04-06	2017-04-06	3564834	Posten AB (20412679)	Posten AB (20412679)	Skickat	⌄
☐	2017-03-29	2017-03-29	3564830	Posten AB (20412679)	Posten Sjukvårdslogistik AB (20454329)	Skickat	⌄
☐	2017-03-24	2017-03-24	3564825	Posten AB (20412679)	Posten Sjukvårdslogistik AB (20454329)	Skickat	⌄

Export items and drop-off points

- You can also use the export function to download lists both for all items and services used in ELIN 2.0 and for all PostNord's drop-off points.

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Välj vad du vill exportera

Fakturaunderlag som:
- ○ .xml
- ○ .xml2
- ○ .skv
- ○ .pdf

Artiklar som:
- ◉ .xml
- ○ .skv

Inlämningsställen som:
- ○ .xml
- ○ .skv

OK
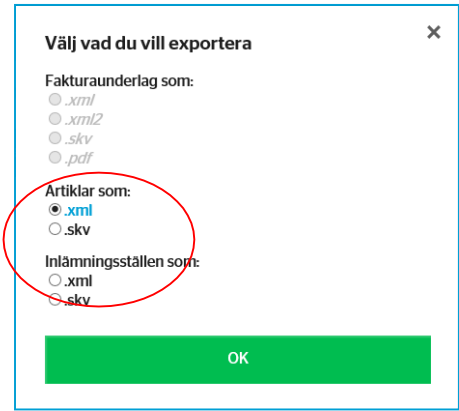
postnord

Information från PostNord   Svenska ⌄   org:55654

Fakturaunderlag	Mallar	Företagsuppgifter	Hjälp

Betalande kundnummer ⌄   Skapat datum ⌄   Status ⌄   ☑ Enbart mina   Referensnummer 🔍   Fler ⌄   ⏮ ◀ 1-16 of 16 ▶ ⏭   *postnord* ↱ 🗑 ⬇ ⬆   Sk

☐	**Skapat**	**Inlämnat**	**Referensnummer**	**Betalande kundnummer**	**Inlämnande kundnummer**	**Status**

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Import invoice document

- Click the import icon to import a file that you saved on your computer (currently you can only import files in XML format).

- Select the file you want to import. If you have several files saved, you can select all and import them at the same time.
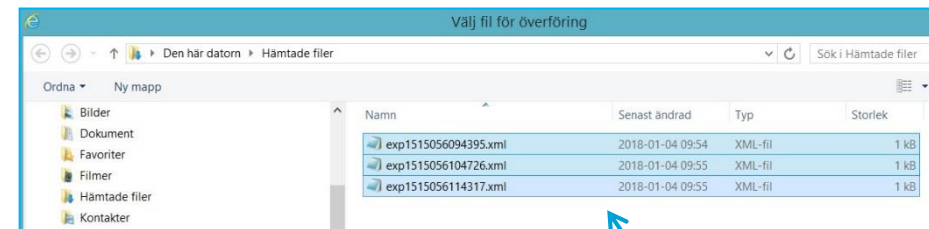
Import

More about importing invoice documents

- The system alerts you if one or more files have already been imported in the past 30 days. You can then choose whether to import the file once again.

- The system also validates that the files are correct and alerts if any file is incorrect, e.g. if the submission date has passed.

- You can then go into the XML file, edit the submission date and then import the file.

Import av fakturaunderlag

0 fakturaunderlag från 0 filer har importerats

Följande filnamn har redan importerats de senaste 30 dagarna av någon i er organisation:
exp1515056094395.xml

Importera redan importerade (1 st.)

Stäng

Import av fakturaunderlag

2 fakturaunderlag från 2 filer har importerats

1 fakturaunderlag importerat från fil exp1515056094395.xml.

1 fakturaunderlag importerat från fil exp1515056104726.xml.

Fel i fil exp1515056114317.xml
Mindre info -
inlämningsdatumet 20171211 har passerat
Passerat inlämningsdatum

Stäng

exp1515056114317.xml - Anteckningar

Arkiv Redigera Format Visa Hjälp

```
<?xml version="1.0" encoding="utf-8"?><foljesedlar>  <foljesedel>
<kundnr>12345678</kundnr>   <kontaktperson>Test</kontaktperson>   <ssid>530631</ssid>
<fakturatext></fakturatext>   <egnanot></egnanot>   <inldatum>20171211</inldatum>
<foljesedelrad>   <artikelkod>100</artikelkod>   <artikelnr>50</artikelnr>
<styckvikt>0</styckvikt>   <antal>22</antal>   </foljesedelrad>   <foljesedelrad>
<artikelkod>100</artikelkod>   <artikelnr>250</artikelnr>   <styckvikt>0</styckvikt>
<antal>33</antal>   </foljesedelrad>   <foljesedelrad>   <artikelkod>100</artikelkod>
<artikelnr>1000</artikelnr>   <styckvikt>0</styckvikt>   <antal>12</antal>   </foljesedelrad>
</foljesedel></foljesedlar>
```

Status

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- Under the "Invoice document" tab, you can see the status of the invoicing documents you have registered.

- There are six different status variants:
  - Ongoing, not sent (*documents that have been started but have not yet been sent to Postnord*)
  - Submitted
  - imported
  - Checked (*check performed with OK by Postnord, ready for invoicing*)
  - Invoiced (*billed in PostNord's system*)
  - Invoiced again (*invoice has gone to customer*)

Fakturaunderlag	Mallar	Företagsuppgifter	Hjälp

Filtrera efter Betalande kund ⌄   Skapat datum ⌄   Status ⌄   [Sök på referensnummer 🔍]   Fler ⌃

Inlämnande kund ⌄   Inlämnat datum ⌄   ☐ Endast ändrade   ☐ Enbart mina   ☑ Skapade I ELIN

■	Skapat	Inlämnat	Referensnummer	Betalande kund	Inlämnande kund	Status
☐	2017-04-11	2017-04-16	3564837	-- (20375041)	Posten AB (20412679)	Importerat ⌄
☐	2017-04-06	2017-04-06	3564836	Posten AB (20412679)	Posten AB (20412679)	Skickat ⌄
☐	2017-04-06	2017-04-06	3564835	Posten AB (20412679)	Posten AB (20412679)	Pågående, ej skickat ⌄
☐	2017-04-06	2017-04-06	3564834	Posten AB (20412679)	Posten AB (20412679)	Skickat ⌄
☐	2017-04-04	2017-04-05	3564828	Posten AB (20412679)	Posten AB (20412679)	Skickat ⌄

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Corrected invoice document

- Invoice documents corrected by PostNord can be filtered out by checking "*Only changed*" in the filter.

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Search/filter invoice

▪ You can use the filter function to search for individual, or a selection of, invoice documents. You can search/filter by:

– Paying customer

– Date created (today, current week, current month, from - to)

– Status

– Only mine

– Reference number

– Submitting customer

– Date submitted, from - to (today, current week, current month, from - to)

– Only changed (*invoice document changed by PostNord)*

– Created in Elin (*selected as default setting- unselect if you have invoice documents created in a system in Postnord other than Elin*)

Fakturaunderlag	Mallar	Företagsuppgifter	Hjälp

Betalande kundnummer ⌄	Skapat datum ⌄	Status ⌄	☐ Enbart mina	Referensnummer 🔍	Fler ⌃	⏮ ◀ 1-8 of 8
Inlämnande kundnummer ⌄	Inlämnat datum ⌄	☐ Endast ändrade	☑ Skapade i ELIN			

☐	Skapat	Inlämnat	Referensnummer	Betalande kundnummer	Inlämnande kundnummer

More about

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- The default setting for the filter in the "Invoice Document" tab is that all invoice documents from the last 30 days are displayed.

- If you want to make different selections for dates further back in time, or only on certain days within the past 30 days, you can change dates in the filter functions *Date Created* or *Date Submitted.*

- If no dates are specified in *Date Created*, but in *Date Submitted*, all invoice documents will be displayed for the dates you entered in *Date Submitted.*

| Fakturaunderlag | Mallar | Företagsuppgifter | Hjälp |

| Betalande kundnummer | ⌄ | Skapat datum | ⌄ | Status ⌄ | ☐ Enbart mina | Referensnummer 🔍 | **Fler** ⌃ | ⏮ ◀ 1-8 of 8 |

| Inlämnande kundnummer | ⌄ | Inlämnat datum | ⌄ | ☐ Endast ändrade | ☑ Skapade i ELIN |

| ☐ | **Skapat** | **Inlämnat** | **Referensnummer** | **Betalande kundnummer** | | **Inlämnande kundnummer** |

Templates

- In the "Templates" tab you can:
  - Create templates in which you can enter information that you often use and then use the templates to create new invoice documents.
  - If there are several people in your organization with their own login to Electronic Invoice documents, you can choose whether the templates should also be visible to them or just to you.
  - Search/filter templates.
  - Update or delete templates.

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Create

- Click on "Create new template"

- Enter the details you want the template to contain (in a template, it is not mandatory to enter all the details; you can save a completely empty template).

- Next, click on "Save template", enter a name for the template and then specify whether it should be visible only to you or your entire organization.

- You can sort the templates by clicking on the headings.

Search/filter templates

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- You can use the filter function to search for individual, or a selection of, your created templates.

- You can search/filter by:
  - Paying customer
  - Date created (today, current week, current month, from - to).
  - Only mine
  - Template name

Company Details tab

▪ Here, you enter contact persons (persons whom PostNord can contact regarding invoice documents), customer numbers/customers and drop-off points. These details are then used for registering invoice documents.

▪ Note that the *E-mail* field under "Contacts" must have the correct format, e.g. mail@post.se.

▪ If there are several people in your organization with their own login to Electronic Invoice documents, you can choose whether the information should also be visible to them or just to you.

▪ You can sort by clicking on the headings.

Manage Customers

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- In the "Customer Number/Customers" function under the Business tab, you register your customer number, which is used for registering invoice documents.

- To enter the customer number, enter the customer number and the associated organization number. Press "Search". A check is then made to ensure that the customer number exists and is linked to the organization number. If the specified details are correct, company information is retrieved for the customer number selected.

- You choose whether the customer number should be submitting or paying (this is normal both and if you submit or do not submit on behalf of other customers) and whether it should be accessible to others in your organization (who may have their own login) or only to you (your individual login).

- Click on "Add".

- You can save the same customer number twice, both as public (everyone in your organization who may have their own login) and as private (only yourself). This may be useful, for example, if it is only you yourself who are to be able to enter a specific customer number as either submitting or paying, while others in your organization are only be able to enter the customer number as submitting.

- You can sort by customer name or customer number by clicking on the headings (the same display order will appear in the corresponding drop-down boxes on Create Invoice Document).

When adding a customer number, enter an 8-digit customer number. If you have an old 9-digit customer number, contact PostNord's Customer Service on 0771-33 33 10, and you will get help with converting the customer number.

postnord

| Fakturaunderlag | Mallar | Företagsuppgifter | Hjälp | | Svenska ⌄ | org:5561286559 ⌄ |

Kontaktpersoner **Kundnummer/Kunder** Inlämningsställen 🗑 Lägg till kundnummer/kund

Kundnamn	Kundnummer
☐	^

Kundnummer *
`12345678` ✕

Organisationsnummer *
`5562386559`

Sök

Synlig för ◉ Endast mig ○ Hela min organisation   Typ ☐ Betalande kundnummer   ☐ Inlämnande kundnummer   Radera   Lägg till

Manage drop-off points

- In the "Drop-off points" function under the Business tab, you register the drop-off points that you normally use.

- You can search for drop-off point by entering either your post code or city. If you are unsure of the exact post code, all you have to do is enter the first two digits of the postal code, and you will get a list of all the drop-off points with the post code starting with the digits entered.

- If you select a location, a list of all the drop-off points is displayed at the location selected.

- Select the appropriate drop-off point and click on "Add".

Help tab

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- Under the "Help" tab, you will find answers to frequently asked questions[1]
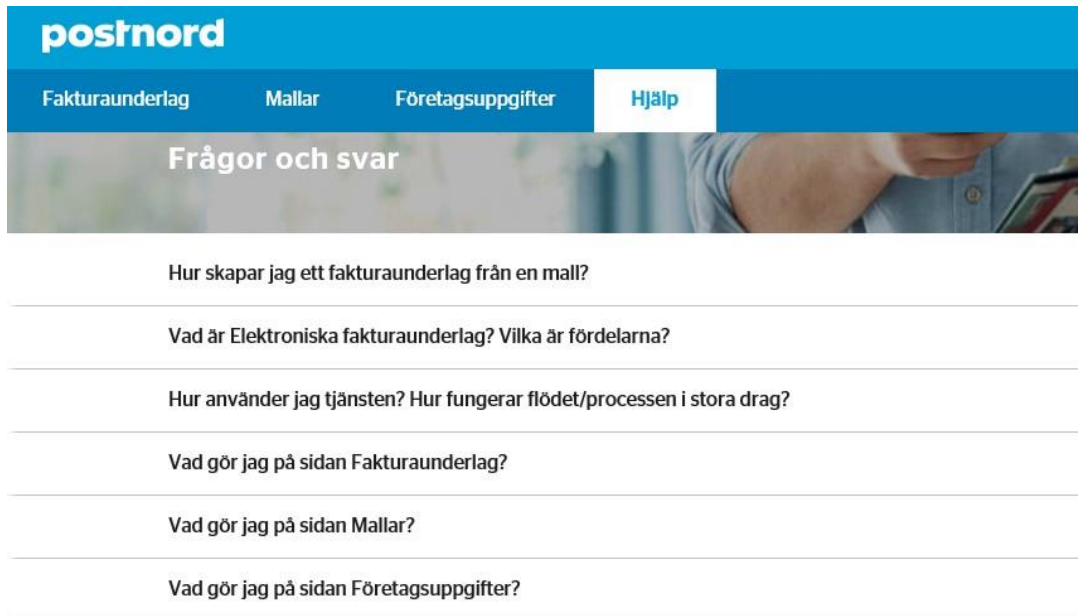
[1] The Help function is currently available only in Swedish; an
   English version will be available later.

Mail Drop-Off template and XSD

- In the "Help" tab, and under the heading "*How do I export or import invoice documents from the service*" there are two links where you can download either a Mail Drop-Off template or an XSD schedule.

Hur exporterar eller importerar jag fakturaunderlag från tjänsten?

Du kan exportera fakturaunderlag genom att på sidan Fakturaunderlag markera ett eller flera fakturaunderlag och sedan klicka på valet "Exportera". På samma sida kan du också importera fakturaunderlag genom att klicka på valet "Importera". Observera att du endast kan importera filer i XML-format, men exportera i flera andra format.

Postinlämningsmall   XSD-schema

Lang

- At the top right corner, you can switch languages between Swedish and English

Settings

- Under *Settings* in the top right corner, if you have multiple accounts, you can change which profile will be automatically selected at login.

- Here you can also set as default which customer numbers are to be submitting and paying for the active profile. These are then automatically selected when new invoice documents are created.