Invoicing routine - Skolon

Ulf Kronsell - 2025-03-19 - Invoicing

Introduction

This article describes invoicing routines and processes when Skolon acts as a reselling part of your products.

When a customer has placed an order in Skolon the the invoicing process is as follows:

1. Customer places order in Skolon Store

When an order is placed in Skolon you as a partner will receive the following:

- An order confirmation to the email address filled in the partner portal.
- A webhook (only applicable if you subscribe to this from the Order endpoint in our Partner API).

Please note that an accepted order quote is not always equivalent to a placed order. Some customers are using e-commerce platforms which require the customer to certify their order twice.

1. Skolon invoices customer according to the frame agreement
2. Partner gets invoicing documents from Skolon
3. Partner invoices Skolon
4. Skolon pays invoices

Your invoices to Skolon

Skolon automatically matches your invoices to orders placed in Skolon. If we do not find a match for your invoice it will be declined and therefore not paid. Our finance department will contact you if we are receiving incorrect invoices from you. It is therefore important that invoicing is carried out according to the invoice documentation as outlined below.

Required contents of your invoices to Skolon:

Skolon's reference number/order number. Note that if an invoice contains multiple different orders, the order number must be specified on the respective order line on the invoice. Skolon's order number consists of 5 characters, uppercase letters, and numbers (e.g., XK5S3).

Invoice reference: 400

Item number according to the order.

Quantity according to the order.

Unit price according to the order.

If an intermediary is used for invoicing, the actual supplier name must be stated on the invoice.

Before you can send your first invoice to Skolon

Skolon requires information about your company before you can send the first invoice to Skolon. Skolon will provide you with a document that you fill out and send back to us. If you have not received this document, please contact our support; partner@skolon.eu.

Billing & invoice documentation

The billing documentation will be emailed to the address provided in the partner portal for invoice documentation. An email with a link will be sent based on the interval set in the partner portal. Please note that a Skolon login is required to access the documentation and that you must be logged into Skolon before clicking the link in the email. The invoicing will then be created based on this documentation. Only one email address can be provided to receive the documentation.

Note that all information required for invoicing Skolon is also available through our Order API, if you'd prefer to automate the invoicing entirely.

Frequency

As a partner you can choose to invoice us daily, biweekly or monthly. Please note that you need to adjust the payment terms if you want to invoice Skolon more frequently than on a monthly basis.

Daily invoicing: 60 payment days

Biweekly invoicing: 45 payment days

Monthly invoicing: 30 payment days

Cancelled orders

All customers have a 14 day right of withdrawal in Skolon.

Canceled orders for which invoice documentation has already been generated will be adjusted in the upcoming invoice documentation with a negative order. Any other changes made to an order will also be reflected in the upcoming invoice documentation. It is important that invoicing is carried out accordingly. If a debit invoice has already been sent for a canceled order, it is crucial that a credit invoice is issued as soon as possible.