

Sinfra Supplier Portal

Information for extended
reporting
Standard/Project



Reporting in the Supplier Portal

It's mandatory to monthly make a report to Sinfra in the Supplier Portal no later than the 15th working day every new month.

The report is made through a Zero report if no invoice was sent the last month, or through a Statistics- and Kickback report if invoices were sent last month.

The statistics report will be extended with further data on row text level, witch will be reported.

The extended report will be mandatory for all suppliers from 2024-11-01.

Reporting in the Supplier Portal

In the supplier portal there are two types of reports; Standard and Project. What type of report you are using is based on how the kickback invoice is designed.


You have already received a pre-selected report at the start of the agreement, if you wish to switch between the Standard/Project reporting form to suit your reporting + invoicing, contact us a:



fakturadirekt@sinfra.se

Home page

The start page has a Welcome text with information about the website, News that is updated continuously and affects your suppliers, Invoicing data and Reports that show statistics and a summary of what has previously been reported in the portal.

To report a zero-, statistics- or kickback report, click on Reporting.



HOME REPORTING ▾ PROCUREMENT CALENDAR SINFRASE ▾ ADMINISTRATION ▾  

Welcome to the Suppliers Portal

In the **Menu bar** on the right is the tab Reporting, where the monthly report to Sinfra takes place. Sinfra's procurement calendar is easily accessible and under Sinfrase there are direct links to Sinfra's website.

Keep an eye on **News**, there you will get updated information about what affects your suppliers.

Invoice data shows reported statistics. You can choose to display the statistics as total sum excluding VAT or as total number of invoices. You can also do sorting by framework agreement and the statistics can be exported as PDF or CSV-file by using the button above the table on the right.

Reports is an overview of what you have already submitted, you can switch between seeing the summarized Kickback report or Statistics/Zero report.

Feel free to explore the Supplier Portal. If you have any problems, questions or comments, you can email them to fakturadirekt@sinfra.se

News

Updated reporting instructions

[Sinfra Leverantörportal - Instruktion för rapportering](#)

The link contains instructions on how to report in Sinfra's Supplier Portal after the website update. The

2024-12-02

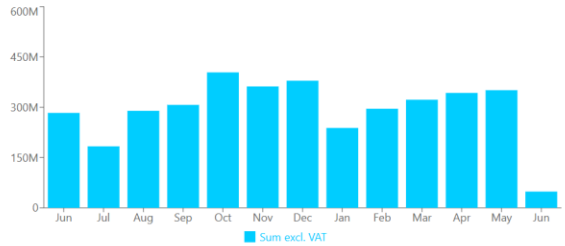
No news to show

No news to show

[More news](#)

Invoice data

Agreem... ▾ From ▾ To ▾ Sum ex ▾




Month	Sum excl. VAT
Jun	280M
Jul	180M
Aug	280M
Sep	300M
Oct	400M
Nov	350M
Dec	380M
Jan	250M
Feb	300M
Mar	320M
Apr	330M
May	330M
Jun	50M

Reports

Kickback Statistics

Date	Type	Period	Invoices	Sum	Status
2025-06-30	Statistics report	2025-05	89	2 392 879,94	✓
2025-06-30	Statistics report	2025-06	2460	11 805 783,26	⚠
2025-06-30	Zero report	2025-06	0	0,00	
2025-06-27	Zero report	2025-05	0	0,00	
2025-06-27	Zero report	2025-06	0	0,00	
2025-06-27	Statistics report	2025-06	110	717 735,59	⚠
2025-06-26	Statistics report	2025-05	10	93 710,00	✓
2025-06-26	Statistics report	2025-05	8	719 858,50	✓
2025-06-26	Zero report	2025-06	0	0,00	
2025-06-26	Zero report	2025-05	0	0,00	
2025-06-25	Zero report	2025-05	0	0,00	
13314				tot. 9 194 484 447,12	



Reporting – Standard

Report

It is mandatory that you as a supplier submit a monthly report to Sinfra no later than the 15th of each calendar month.
The reporting takes place either via a *Zero report* - if no invoiced callout occurred during the previous month, or via a *Statistics- and Kickbackreport* - if invoicing occurred during the previous month.

ZERO REPORT

- To submit a zero report, click on the button "Zero Report"
- Select which period to be reported as zero
- Submit the zero report on the "Send" button

 Zero report

STATISTIC

- To report statistics, you can add invoices by clicking the "New row" button or import a CSV file with the "Import file" button.
(The CSV file must contain a statistics template for the reading to be correct, the template can be found in "Templates" below. ATTENTION! The header row in the template must not be changed and all the columns on the row must be filled for correct reading)
- Rows can be copied and removed using the tools on the right: "Copy/Remove"
- Each input field has certain requirements for the value to be accepted, click on the exclamation mark to see what the warning or error might be
- To easily find fields with warnings or errors, you can use the filtering tools "Show warnings" and "Show errors"
- To submit your statistics report, click on "Review+Send" and enter any comments for warnings. Warnings may occur, but it is not possible to submit the statistics report with incorrect fields



☐ Show warnings ☐ Show errors

 Templates

 Import file

 Review + Send


 Clear

↓	Customer	Customer OrgNo	Agreement Id	InvoiceNo	Invoicedate	Sum excl. VAT	Rows	Copy/Remove
 No rows to display. Add by clicking "New Row" or "Import file".								
No of Rows 0						Total: 0,00	 New Invoice	

KICKBACK

- As a suppliers you will see your framework agreements, where the Kickback is automatically calculated based on submitted statistics
The Kickback is updated as long as you see the field "Reported statistics are still being processed."
- Select for which period to report
- Check that the sum in total amount excl. VAT and kickback in % is correct.
(If several people within the same company report on the same agreement, previously reported statistics for the month will be visible if someone has NOT completed the reporting, i.e. not marked period as done and sent in their kickback report)
- Enter a new amount under "Ev. changes" if the amount is not correct
- Click on "Submit report" to get a summary
- Write any comment in the comment field
- Submit the kickback report on the "Send" button.



 Imitate a user to mark a period as done for them.

Reporting – Standard

Statistics report

Import a file or press the button "New Invoice" to start reporting manually.

All fields need to be filled in and consists of:

- Customer name
- Customer organisation number
- Agreement ID
- Invoice number
- Date
- Article number
- Article text
- Amount/Number of units
- Unit designation (st, kg, h, mm.)
- Price per unit
- Row amount exkl. moms (amount x price per unit)

STATISTIC

- To report statistics, you can add invoices by clicking the "New row" button or import a CSV file with the "Import file" button.
(The CSV file must contain a statistics template for the reading to be correct, the template can be found in "Templates" below. ATTENTION! The header row in the template must not be changed and all the columns on the row must be filled for correct reading)
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☐ Show warnings ☐ Show errors

TemplatesImport fileReview + SendClear

Customer	Customer OrgNo	Agreement Id	InvoiceNo	Invoicedate	Sum excl. VAT	Rows	Copy/Remove
Select a customer...	Choose an ID...	Choose an ID...	Type...	YYYY-MM-DD	0,00	1	⚠️📄🗑️
Article No.	Article label	Amount	Unit	A-Price	Sum		
Skriv...	Skriv...	0		0	0		🗑️
No of Rows 1					Total: 0,00		+ New Article + New Invoice

Reporting – Standard

Statistics report

All rows with articles on the invoice reported needs to be filled in.

Using the tool to the right you can copy or remove rows.

Send the Statistics report by clicking the button "Review + Send".

STATISTIC

- To report statistics, you can add invoices by clicking the "New row" button or import a CSV file with the "Import file" button.
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- To submit your statistics report, click on "Review+Send" and enter any comments for warnings. Warnings may occur, but it is not possible to submit the statistics report with incorrect fields

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TemplatesImport fileReview + SendClear

↑	Customer	Customer OrgNo	Agreement Id	InvoiceNo	Invoicedate	Sum excl. VAT	Rows	Copy/Remove
↑	Select a customer...	Choose an ID...	Choose an ID...	Type...	YYYY-MM-DD	0,00	1	⚠️ 📄 🗑️
	Article No.	Article label	Amount	Unit	A-Price	Sum		
	Skriv...	Skriv...	0		0	0		🗑️
							+ New Article	
No of Rows 1						Total: 0,00	+ New Invoice	

Reporting – Standard

Kickback report

After sending in the Statistics report the box "Reported statistics progressing" will appear by the Kickback. Kickback will automatically be calculated when sending in the statistics.

Make sure the numbers are correct, Submit Report and press "Send".

KICKBACK

- As a suppliers you will see your framework agreements, where the Kickback is automatically calculated based on submitted statistics
The Kickback is updated as long as you see the field "Reported statistics are still being processed.."
- Select for which period to report
- Check that the sum in total amount excl. VAT and kickback in % is correct.
(If several people within the same company report on the same agreement, previously reported statistics for the month will be visible if someone has NOT completed the reporting, i.e. not marked period as done and sent in their kickback report)
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- Write any comment in the comment field
- Submit the kickback report on the "Send" button.

Maj 2025 ▾

✓ Submit Report

Agreement	Total amount excl. VAT	Ev. changes	Comment	Kickback	Total kickback reported
370 - El och Fiber - Elmätare kategori 1-5 med tillhörande produkter och tjänster	101 715,00	101 715,00	Comment	1.8%	1 830,87
447 - Vatten och Avlopp - Vattenmätare med tillhörande material och tjänster	32 500,00	32 500,00	Comment	1.8%	585,00
2	tot. 134 215,00	134 215,00			2 415,87

Review



Period: 2025-05
Agreements: 2
Total amount: 134 215,00 Kr
Total kickback: 2 415,87 Kr

Send

Close

Reporting – Standard

Zero report

If no invoice was sent during last month a zero report must be sent in.

Press the button "Zero report" and choose period and then press "Send".

ZERO REPORT

- To submit a zero report, click on the button "Zero Report"
- Select which period to be reported as zero
- Submit the zero report on the "Send" button

0 Zero report

0 Zero report

Zero report

Period:

Juni 2025

Send

Close

Reporting – Project

Report

It is mandatory that you as a supplier submit a monthly report to Sinfra no later than the 15th of each calendar month.

The reporting takes place either via a *Zero report* - if no invoiced callout occurred during the previous month, or via a *Statistics- and Kickbackreport* - if invoicing occurred during the previous month.

ZERO REPORT

- To submit a zero report, click on the button "Zero Report"
- Select which period to be reported as zero
- Submit the zero report on the "Send" button

 Zero report

STATISTICS AND KICKBACK REPORT

- Select period to start the report.
- Click the "New row" button and fill in the fields. The fields marked in red are mandatory and have certain requirements for the value to be approved, while the fields marked in orange are optional. We would like you to fill in all the fields as "Invoice reference" and "Invoice label" are information that will appear on the kickback invoice from Sinfra, also the end date for the project facilitates the invoicing work.
- If the field shows a warning, click the exclamation mark to see what the error might be. To easily find fields with warnings or errors, you can use the filtering tools "Show warnings", "Show errors" and "Show duplicates".
- Already registered end date for the project can always be changed. If the end date on an already existing project is changed, that date will be updated on already reported reports with the same contract number and project name.
- If you have created previous reports, the fields: Project, Customer, Customer OrgNr, Invoice reference, Invoice label and End date will appear as suggestions based on previous reports.
- Rows can be copied and removed using the "Copy/Remove" tool
- When all rows are filled in, click "Review+Send"
- A final verification takes place after clicking on "Review+Send" where the statistics- and kickbackreport needs to be confirmed.
The verification is needed to ensure that invoices have not already been reported. If duplicates are detected, you will be given an opportunity to correct them before the report is submitted by going back.

☐ Show warnings ☐ Show errors ☐ Show duplicates

May-2025 ▾

 Templates


 Import file

 Review + Send

 Clear

 Save

↓	Project name	Customer	Customer OrgNr	Contract Id	InvoiceNr	SumExcIVAT	Billingdate	Invoice reference	Invoice label	Project End date	Comment	Rows	Copy/Remove
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 No items to show

Number of posts: 0

Total: 0,00

 New Invoice

Reporting – Project

Statistics report

Import a file or press the button "New Invoice" to start reporting manually.

All fields need to be filled in and consists of:

- Project name
- Customer name
- Customer organisation number
- Agreement ID
- Invoice number
- Date
- Article number
- Article text
- Amount/Number of units
- Unit designation (st, kg, h, mm.)
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May-2025 Templates Import file Review + Send Clear Save

↑	Project name	Customer	Customer OrgNr	Contract Id	InvoiceNr	SumExclVAT	Billingdate	Invoice reference	Invoice label	Project End date	Comment	Rows	Copy/Remove
↑	Enter project..	Select a customer	Choose an organisation	Select an agreement	Fill in the invoice number	0	YYYY-MM			YYYY-MM-DD		1	⚠️ 📄 🗑️
	Article No.	Article label	Amount	Unit	A-Price	Sum							🗑️

Number of posts: 1Total: 0,00+ New Article+ New Invoice

Reporting – Project

Statistics report

All rows with articles on the invoice reported needs to be filled in.

Using the tool to the right you can copy or remove rows.

Send the Statistics report by clicking the button "Review + Send".

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☐ Show warnings ☐ Show errors ☐ Show duplicates

May-2025

Templates

Import file

Review + Send

Clear

Save

↑	Project name	Customer	Customer OrgNr	Contract Id	InvoiceNr	SumExcIVAT	Billingdate	Invoice reference	Invoice label	Project End date	Comment	Rows	Copy/Remove
↑	Enter project..	Select a customer	Choose an organization	Select an agreement	Fill in the invoice number	0	YYYY-MM			YYYY-MM-DD		1	<div><div></div><div></div><div></div></div>
	Article No.	Article label	Amount	Unit	A-Price	Sum							<div><div></div><div></div><div></div></div>
													<div><div></div><div></div><div></div></div>
Number of posts: 1												Total: 0,00	<div><div></div><div></div><div></div></div>

+ New Article

+ New Invoice

Reporting – Project

Verification of statistics and kickback report

Look though the information in the statistic- and kickback reports.

Rows with the same project name and reference on invoice will be summarized to one row with kickback. When everything is OK, tick the boxes “Confirm report”. When the reports are accepted the button “Send” will be activated. Press “Send” to send the report.

Review project reports

- Don't forget to click in the "Confirm report" box for the statistics and each agreement.
- Lines reported with the same project name, invoice reference and invoice label have been summed up and become a kickback line.
- If there are invoice lines with errors or lines that are duplicates, these must be corrected before the report can be submitted.
- When everything is corrected and confirmed, the "Send" button will be activated.

Report period May-2025

Invoice report

☒ Confirm report

0 WARNINGS

0 ERRORS

0 DUPLICATES

2 TOTALROWS

166 250,00 TOTAL

Comment

Kickback report

Aktivera raderitering

Avtal	Totalt belopp exkl. moms	Ex.ändringar	Ex.ändringar Kommentar	Total kickback rapporterat	
456	91 250,00	91250		1 642,50	<input checked="" type="checkbox"/> Confirm report
741	75 000,00	75000		675,00	<input checked="" type="checkbox"/> Confirm report

Review project reports

- Don't forget to click in the "Confirm report" box for the statistics and each agreement.
- Lines reported with the same project name, invoice reference and invoice label have been summed up and become a kickback line.
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- When everything is corrected and confirmed, the "Send" button will be activated.

Report period May-2025

Invoice report

☒ Confirm report

0 WARNINGS

0 ERRORS

0 DUPLICATES

2 TOTALROWS


166 250,00 TOTAL

Comment

Kickback report

Aktivera raderitering

Avtal	Totalt belopp exkl. moms	Ex.ändringar	Ex.ändringar Kommentar	Total kickback rapporterat	
456	91 250,00	91250		1 642,50	<input checked="" type="checkbox"/> Confirm report
741	75 000,00	75000		675,00	<input checked="" type="checkbox"/> Confirm report



Reporting – Project

Zero report

If no invoice was sent during last month a zero report must be sent in.

Press the button "Zero report" and choose period and then press "Send".

ZERO REPORT

- To submit a zero report, click on the button "Zero Report"
- Select which period to be reported as zero
- Submit the zero report on the "Send" button

0 Zero report

0 Zero report

Zero report

Period:

Juni 2025

Send

Close

