

Electronic invoicing to Danske Bank

Finnish suppliers

Electronic formats:
TEAPPS and Finvoice 1.3

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1 Introduction

The present document outlines the specific requirements stipulated by Danske Bank as regards the contents of electronic invoices (e-invoices).

2 Requirements

2.1 Receipt via VANS

Danske Bank Group has made a co-operation agreement with Basware as regards receipt of electronic invoices (e-invoices) via the Danish VANS network. This implies that Danske Bank Group does not receive the e-invoices directly.

2.2 Companies receiving e-invoices

The following companies in Danske Bank Group are able to receive e-invoices in Finnish formats (TEAPPS and Finvoice). Basware will then convert these to the Peppol BIS format and deliver to Danske Bank:

Company name	GLN/EAN
Danske Bank Denmark*	5790002042270
Realkredit Danmark*	5790002042287
MobilePay A/S	5790002326738
MobilePay Denmark A/S	5790002326745
MobilePay Finland Oy	5790002388415 OVT:003729122108
Danske Bank Norway	5790001704490
Danske Bank Sweden	5790001897390
Danske Hypotek AB	5790002326721
Danske Bank A/S Finland Branch	5790001705435 OVT:003710786932
Danske Mortgage Bank Plc	5790002388422 OVT:003728258927
Danske Finance Finland Ltd	5790002190322 OVT:003725266833
Danske Invest Fund Management Finland	5790002388439 OVT:003706716026
Danske Bank Ireland	5790002046780
Danske Bank Northern Ireland	5790002046797
Danske Bank London	5790002129049
Danske Bank Poland	5790002129100
Danske Bank Lithuania	5790002129056
Danske Bank Russia	5790002129070
Danske Bank Hamburg	5790002129032
Danske Bank New York	5790002129087
Danske Bank Luxembourg	5790002129094

The list will be updated continuously as the companies in the group establish access for receiving e-invoices.

For further details, please consult Danske Bank's supplier site:

English: www.danskebank.com/supplier

2.3 E-invoices requirements

E-invoices are part of an automatic payment flow with special requirements for invoice references. The supplier has to make sure that the correct reference appear on the invoice. We will send an e-mail to the supplier if an invoice does not meet our content requirements. This will allow the supplier to provide the correct information in future. Based on the information at hand, the invoice will be paid manually.

2.3.1 Specific invoicing references

In order to ensure a fast and efficient invoice process, the invoices must contain the references provided by Danske Bank when placing the order. This means that at least one of the following references must appear on invoices, of which no. 1 is the minimum requirement:
(Danske Bank will provide this information when placing the order)

1. Paying registration number (e.g.: **3568**)
2. Danske Bank order number (if relevant e.g.: **PO654321**)
3. Danske Bank project reference (if relevant e.g.: **P141104-43LC**)
4. Danske Bank contract number (if relevant e.g.: **1234_SAMP_01**)
5. Danske Bank cost account (if relevant e.g.: **997341**)

2.3.2 Invoice date

Danske Bank must receive the e-invoices no later than five business days after the issue date of the invoice to ensure timely payment.

2.3.3 The supplier's invoice number

The invoice number shall contain no more than 20 characters.

2.4 Placement of specific invoicing references

In order to ensure correct processing of invoices, it is very important that the above-mentioned invoicing details are placed in the electronic fields as described below.

TEAPPS format	
Contents	TEAPPS fields
Danske Bank order number	INVOICE/HEADER/ORDER_INFORMATION[ORDER_TYPE="VN"]/ORDER_NUMBER
Danske Bank contract reference	INVOICE/HEADER/CONTRACT_INFORMATION/CONTRACT_NUMBER
Danske Bank project number	INVOICE/HEADER/PROJECT_INFORMATION/PROJECT_NUMBER
Paying registration number or location number	INVOICE/RECEIVER/CUSTOMER_INFORMATION/ORGANIZATION_DEPARTMENT
Danske Bank contact person	INVOICE/RECEIVER/CUSTOMER_INFORMATION/CONTACT_INFORMATION/CONTACT_PERSON
Accounting Cost	INVOICE/HEADER/HEADER_INFO[TITLE='AccountingCost']/CONTENT

Finvoice 1.3 format	
Contents	Finvoice fields
Danske Bank order number	Finvoice/InvoiceDetails/OrderIdentifier
Danske Bank contract reference	Finvoice/InvoiceDetails/AgreementIdentifier

Danske Bank project number	Finvoice/InvoiceDetails/ProjectReferenceIdentifier
Paying registration number or location number	Finvoice/BuyerPartyDetails/BuyerOrganisationDepartment
Danske Bank contact person	Finvoice/BuyerContactPersonName
Accounting Cost	Finvoice/SellerPartyDetails/SellerOrganisationDepartment

2.5 Supplementary details

If Danske Bank's business areas require supplementary details, the exact format and content shall be agreed upon by the business area. These details must be placed in the "Free text field".

3 Contacts

Supplier requests:	Name	E-mail
Invoice status and payment* (Invoice requirements, practical information etc.)	Danske Bank, Accounts Payable Support	einv-pdf@danskebank.dk
Technical support <u>For technical support, please contact your e-invoice service provider.</u>		

*Please note: The request must be in English

Typical inquiries from Danske Bank's suppliers:

- Help to track a document not received by Danske Bank
- Having trouble understanding the error message from the Basware

Minimum requirements when contacting Basware ServiceDesk:

- Supplier - company name
- Supplier - contact name
- Supplier - phone number
- Supplier - email
- Supplier sender ID (can be: GLN/EAN, CVR)
- Danske Bank receiver ID (Danske Bank OVT number)
- Document ID (invoice/credit note number)
- Date and time for document dispatch (dd.mm.yyyy/hh.mm)
- A brief description of your enquiry

4 Examples

4.1 TEAPPS

	Example
Order number	< ORDER_INFORMATION @ORDER_TYPE='VN'> <ORDER_NUMBER>P0654321</ORDER_NUMBER> </ORDER_INFORMATION >
Project number	<PROJECT_INFORMATION> < PROJECT_NUMBER> P141104-43LC </PROJECT_NUMBER > </PROJECT_INFORMATION >
Contract reference	<CONTRACT_INFORMATION> <CONTRACT_NUMBER>1234_DBDK_01</CONTRACT_NUMBER> </CONTRACT_INFORMATION>
Registration number	<ORGANIZATION_DEPARTMENT>3568</ORGANIZATION_DEPARTMENT>
Contact person	
Accounting cost	

4.2 Invoice 1.3

	Eksempel
Order number	<OrderIdentifier> P0654321 </OrderIdentifier>
Project number	<ProjectReferenceIdentifier> P141104-43LC </ProjectReferenceIdentifier>
Contract reference	<AgreementIdentifier> 1234_DBDK_01 </AgreementIdentifier>
Registration number	<SellerOrganisationDepartment> 3568 </SellerOrganisationDepartment>
Contact person	<BuyerContactPersonName> Anders Andersen </BuyerContactPersonName>
Accounting cost	