

Electronic invoicing to Danske Bank

Danish suppliers

Electronic formats:
OIOXML, OIOUBL and Peppol UBL

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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 A/S (hereinafter-referred 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 Danish format (OIOXML and OIOUBL) Basware will then convert these to Peppol BIS format and deliver to Danske Bank:

Company name	GLN/EAN
Danske Bank Denmark*	5790002042270
Realkredit Danmark*	5790002042287
Danske Bank Norway	5790001704490
Danske Bank Sweden	5790001897390
Danske Hypotek AB	5790002326721
Danske Bank A/S Finland Branch	5790001705435
Danske Finance Finland Ltd	5790002190322
Danske Invest Fund Management Finland	5790002388439
Danske Mortgage Bank Plc	5790002388422
Danske Bank Ireland	5790002046780
Danske Bank Northern Ireland	5790002046797
Danske Bank London	5790002129049
Danske Bank Poland	5790002129100
Danske Bank Lithuania	5790002129056
Danske Bank New York	5790002129087
Danske Leasing A/S	5790002388453
Danske Invest Management A/S	5790002388460
Danske Private Equity A/A	5790002388477
Nordania Division	5790002642104
Danske Invest Management A/S, Luxembourg Branch	5790002642111

We will continue to update the list as the companies in the group establish access for receiving e-invoices.

***Invoices with specifications to the Danish companies:**

Note that Danske Bank cannot receive electronic invoices with specifications in OIOXML FSV format. Instead, please use OIOUBL UTS format.

For further details, please visit Danske Bank's [Supplier site](#)

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 currently 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. Paying reg. no. (No. 1) is considered minimum requirements: *(Danske Bank will provide this information when placing the order)*

1. Paying registration number (e.g.: **3568**)
2. Danske Bank order number (e.g.: **P0654321**)
3. Danske Bank project number (e.g.: **P141104-43LC**)
4. Danske Bank contract reference (e.g.: **1234_DBDK_01**)

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.

OIOXML format	
Contents	OIOXML fields
Danske Bank order number	Invoice-Referenced Order- BuyersOrderID
Danske Bank contract reference	Invoice-BuyerParty- AccountCode
Danske Bank project number	Invoice-BuyerParty- AccountCode
Paying registration number or location number	Invoice-BuyerParty- AccountCode
Accounting Cost	Invoice-BuyerParty- AccountCode
Danske Bank contact person	Invoice-BuyerParty-BuyerContact-ID

OIOUBL format	
Contents	OIOUBL fields
Danske Bank order number	Invoice/OrderReference/ID
Danske Bank contract reference	Invoice/AdditionalDocumentReference/ID with Document Type="Contract"
Danske Bank project number	Invoice/AdditionalDocumentReference/ID with Document Type="Project"
Paying registration number	Invoice/AdditionalDocumentReference/ID with Document Type="RegNo"
Danske Bank contact person	Invoice/AccountingCustomerParty/Party/Contact/Name
Accounting Cost	Invoice/InvoiceLine/AccountingCost

Peppol UBL format	
Contents	Peppol UBL fields
Danske Bank order number	Invoice/OrderReference/ID
Danske Bank contract reference	Invoice/AdditionalDocumentReference/ID with DocumentType="Contract"
Danske Bank project number	Invoice/AdditionalDocumentReference/ID with DocumentType="Project"
Paying registration number	Invoice/AdditionalDocumentReference/ID with DocumentType="RegNo"
Danske Bank contact person	Invoice/AccountingCustomerParty/Party/Contact/ID
Accounting Cost	Invoice/AccountingCost

NB! See also section 4 for practical examples of arrangements of the invoice references in OIOUBL.

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 GLN 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 OIOUBL

	Example
Order number	<cac:OrderReference> <cbc:ID>P0654321</cbc:ID> </cac:OrderReference>
Project number	<cac:AdditionalDocumentReference> <cbc:ID>P141104-43LC</cbc:ID> <cbc:DocumentTypeCode listAgencyID="320" listID="urn:oioubl:codelist:responsedocumenttypecode-1.1">ZZZ</cbc:DocumentTypeCode> <cbc:DocumentType>Project</cbc:DocumentType> </cac:AdditionalDocumentReference>
Contract reference	<cac:AdditionalDocumentReference> <cbc:ID>1234_DBDK_01</cbc:ID> <cbc:DocumentTypeCode listAgencyID="320" listID="urn:oioubl:codelist:responsedocumenttypecode-1.1">ZZZ</cbc:DocumentTypeCode> <cbc:DocumentType>Contract</cbc:DocumentType> </cac:AdditionalDocumentReference>
Registration number	<cac:AdditionalDocumentReference> <cbc:ID>3568</cbc:ID> <cbc:DocumentTypeCode listAgencyID="320" listID="urn:oioubl:codelist:responsedocumenttypecode-1.1">ZZZ</cbc:DocumentTypeCode> <cbc:DocumentType>RegNo</cbc:DocumentType> </cac:AdditionalDocumentReference>

4.2 OIOXML

	Eksempel
Order number	<com:ReferencedOrder> <com:BuyersOrderID>P0654321</com:BuyersOrderID> </com:ReferencedOrder>
Project number	<com:BuyerParty> <com:ID schemeID="CVR">10395933</com:ID> <com:AccountCode>P141104-43LC</com:AccountCode> +<com:PartyName> +<com:Address> +<com:BuyerContact> </com:BuyerParty>
Contract reference	<com:BuyerParty> <com:ID schemeID="CVR">10395933</com:ID> <com:AccountCode>1234_DBDK_01</com:AccountCode> +<com:PartyName> +<com:Address> +<com:BuyerContact> </com:BuyerParty>
Registration number	<com:BuyerParty> <com:ID schemeID="CVR">10395933</com:ID> <com:AccountCode>3568</com:AccountCode> +<com:PartyName> +<com:Address> +<com:BuyerContact> </com:BuyerParty>