Your Invoice

Introduction

Danske Bank, as a coming customer of your company, would like to introduce you to the possible solutions for sending invoices to Danske Bank. To ensure that our collaboration regarding invoices will be as efficient as possible, for you and us, we have some requirement for the information that should be present on the invoices. We also have different solutions when sending invoices to Danske Bank.

We kindly ask you to read this quick guide, and visit https://danskebank.com/suppliers/invoicing for further information.

General information

Danske Bank has some requirements for information on the invoices. These are

Contract/contract ref	Information to be given to you when ordering
Project number	Information to be given to you when ordering
Purchase/Blanket order	You will find this on the order you receive from Danske Bank
Paying reg. number (department)	Information to be given to you when ordering

Types of Invoices

E-invoice

E-invoicing is the preferred solution if your company is sending many invoices a year and you are capable of sending e-invoices via a VANS provider (e-invoice service provider).

PDF e-invoice via Basware

This solution is suitable for you if you are sending several invoices a year and are not able to send e-invoices via a VANS provider (e-invoice service provider).

Key In-invoice

This solution is suitable for you if you are sending few invoices a year and are not able to send e-invoices via a VANS provider (e-invoice service provider).

As an exception, Danske Bank can accept either physical invoices or PDF invoices sent to invoices@danskebank.dk, if agreed upon with Danske Bank.

Contact

If in need of help regarding Danske Bank´s invoice solutions, please contact Danske Bank: einv-pdf@danskebank.dk

(Please send your request in English)

Invoice requirements

General requirement for invoices (you will also find this on https://danskebank.com/suppliers/invoicing/invoice-requirements):

- The complete address of the receiving unit (see our invoice addresses)
- Registration number of the paying unit
- Name of the Danske Bank contact person
- Danske Bank's order, project-, contract-number if related to a project/contract (see below)
- A descriptive invoice text
- Payment terms (the standard term is 30 days from the receipt of the invoice)
- VAT number (Danske Bank and your company)
- VAT basis
- VAT calculated
- Your company's bank account number
- Your IBAN and SWIFT address (if your company is domiciled outside your country)

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 registration number (no. 1) is considered as the minimum requirement:

(Danske Bank should provide this information when placing the order)

- Paying registration number (e.g., **3568**)
- Danske Bank order number (e.g., **PO654321/BO674653**)
- Danske Bank project number (e.g., **P141104-43LC**)
- Danske Bank contract reference (e.g., **1234_DBDK_01**)

Invoice date

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

The supplier's invoice number

The invoice number must not contain more than 20 characters.

Specified requirement for information on purchase order related invoices

- Creditor ID – Supplier's CVR No.
- The purchase order ID must be stated in the invoice
- The details stated in the purchase order must correspond exactly to the details provided in the invoice/credit note
- Crediting – the full purchase order amount is credited and a new invoice is issued
- Product items should appear in the same order in the invoice as in the purchase order
- Fees must be submitted as a product item with a separate product code – 01000 for freight and handling charges including VAT, and 01001 for postage and handling charges with no VAT
- A purchase order invoice must contain Danske Bank's delivery address (Registration number, Danske Bank unit, name, address, postal code and town). The supplier receives this information in the purchase order
- Credit notes must contain the original order number and a reference to the invoice credited All invoice/credit note amounts must be stated without +/–
- Credit notes should not contain invoicing of additional costs. Fees and the like must be invoiced in a separate invoice containing reference to the purchase order number of the credit note
- Discounts must be deducted from the unit price in the product item (must not be stated separately)

Sending electronic invoices

Online invoicing is the preferred option for sending invoices to Danske Bank. It streamlines invoice process, speed up our time to payment, improve the accuracy of processing and ultimately reduce administration time and postage costs for your company.

All the necessary and detailed information on all three solutions offered by Danske Bank is saved here: https://danskebank.com/suppliers/invoicing/online-invoice. Please review, choose the most convenient solution for your company, sign off if necessary (Solution 2 and Solution 3) and start providing us your invoices electronically.

Solution 1 – Interconnect invoice sending

Key Benefits

Quick and easy, possible integration with ERP-systems, faster payments, accurate invoice information.

This is the preferred solution if your company is sending many invoices a year and is capable of sending e-invoices via a VANS provider (e-invoice service provider). You can use your existing connection to send e-invoices to Danske Bank. Please follow these steps:

- Please ensure that your VANS provider collaborates with Danske Bank´s service provider, Basware, by checking the list – "Basware e-invoicing partners".
- If you do not find your e-invoice service provider on this list, please follow the guide mentioned on https://danskebank.com/suppliers/invoicing/online-invoice/solution1-interconnect-invoice-sending?sc_trk=3EDCED74564543F59EF4CDC218429C20
- On Danske Bank´s supplier site, you will have the option to select invoice sending and sign up for the needed service.

Solution 2 – Basware PDF e-invoice

Key benefits

Free of charge, quick and easy, faster payments, accurate invoice information.

This solution is suitable for you if you are sending several invoices a year and are not able to send e-invoices via a VANS provider (e-invoice service provider). Please follow these steps:
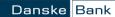
- Register to the Basware Portal in order for us to identify your company as a PDF e-invoice sender.
- Create a PDF invoice with your regular invoicing software and email it to Danske Bank´s mailbox at Basware (see below). Basware creates an e-invoice based on the data in your PDF and delivers both the e-invoice and the original PDF to Danske Bank.
- The PDF needs to be machine-readable text-format (the invoices cannot be handwritten, scanned or contain images). An easy way to confirm that your PDF is machine-readable is to check if you are able to copy the content to a notepad.

Select PDF e-invoices on https://danskebank.com/suppliers/invoicing/online-invoice/solution-2?sc_trk=3EDCED74564543F59EF4CDC218429C20 and sign up for the service.

The e-mail addresses for the PDF-solution are:
- Danske Bank Denmark – danskebank.dk@email.basware.com
- Realkredit Danmark **–** realkredit.dk@email.basware.com
- MobilePay A/S – mobilepay.dk@email.basware.com
- Danske Bank Sweden – danskebank.se@email.basware.com
- Danske Bank Norway – danskebank.no@email.basware.com
- Danske Bank A/S Finland Branch – danskebank.fi@email.basware.com
- Danske Finance Ltd – danskebank.dffi@email.basware.com
- Danske Mortgage Bank Plc – danskebank.dmb@email.basware.com
- Danske Bank Northern Ireland – danskebank.uk@email.basware.com
- Danske Bank Ireland – danskebank.ie@email.basware.com
- Danske Bank Lithuania – danskebank.lt@email.basware.com
- MobilePay Lithuania A/S – mobilepay.lt@email.basware.com
- Danske Bank International S.A, Luxembourg – danskebank.lu@email.basware.com
- Danske Bank A/S Hamburg Branch - danskebank.de@email.basware.com
- Danske Leasing A/S - danskebank.ldk@email.basware.com
- Danske Invest Management A/S - danskebank.im@email.basware.com
- Danske Private Equity A/A - danskebank.pe@email.basware.com
- Nordania Division - nordania.dk@email.basware.com

Please do **not** use these e-mails before signing up on the Basware portal. If you have not signed up the invoice will not be processed.

Solution 3 – Basware Portal Key-in Service

Key benefits

Access to e-invoicing via a web browser, free of charge, faster payments, accurate invoice information.

This solution is suitable for you if you are sending few invoices a year and are not able to send e-invoices via a VANS provider (e-invoice service provider). Please follow this step to start using the Key-in service:

- Register to the Basware Portal and key-in your invoices free of charge. The portal enables you to enter invoice information, add attachments and send them to Danske Bank. On the portal, you can access the Business Directory to see which of your other customers are receiving e-invoices.

Select Key-in https://danskebank.com/suppliers/invoicing/online-invoice/solution-3 and sign up for the service.

Sending purchase order

If our agreement includes Danske Bank sending **purchase orders** to your company, we have the following possibilities.

- PDF order in mail
- Order delivered in Basware's portal
- Specific setup for e-orders between Danske Bank and you

We kindly ask you to

Define your possibilities on how to receive orders together with the Danske Bank representative.

When you have done this, we will perform an internal validation and start the process to make the suitable setup for you.

If you want

PDF orders in mail, we will setup your mail address and start sending purchase orders when we have agreed upon the item setup with internal and external item numbers.

Orders delivered in Basware's portal, we need to setup a meeting to define the requirements and technical setup, and some testing.

Specific setup for e-orders we need to setup a meeting to define the requirements to be able to define a future process. Will also include testing.