

## Description of Danske Bank specific fields in the portal key in solution

This document is a guideline to handle the Danske Bank Specific fields on the invoice.

In order to ensure a fast and efficient invoice process, the invoices must contain the references provided by Danske Bank when sending the invoice. **This means that at least one of the following references must appear on invoice; purchase order number, project number, additional contract number or registration number.**

**Purchase order number:** If the invoice relates to a purchase order, please insert the purchase order no in the field "Purchase Order Number" (e.g. PO654321)

**Project number:** If the invoice relates to a project, you will have received this from your contact person in Danske Bank. Please insert the project number in the field "Project Number" (e.g.: P141104-43LC)

**Additional Contract Number:** If the invoice relates to a contract where Danske Bank has included a contract reference, you will have received the contract reference in a separate mail from Danske Bank's Group Procurement. Please insert the contract reference in the field "Additional Contract Number" (e.g.: 1234\_DBDK\_01)

**Registration number:** Please insert the paying registration no in the field "registration number" (e.g.: 3568). If you haven't received a paying registration no., please contact your contact person in Danske Bank. Paying registration no is considered as our minimum requirement if the other references are not available.

**Danske Bank Account Number (finance account):** In certain cases Danske Bank has informed you about which Danske Bank cost account should be used. If you have received the cost account, please insert the cost account no. in the field "Danske Bank Account Number" (e.g.: 991770 or 991596\_1)

On page two you can see an example where all the fields are marked red.

Invoice 6bc29ed0-09a5-11e... x

Home Documents Services Network Support ordre.dk@lyreco.com

» Discard Draft » Save Draft » Send Invoice Saved at 18:37

### Invoice Details

<b>Invoice Date</b> 15/03/2017	<b>Due Date</b> 
<b>Invoice Number</b> 	<b>Supplier's Reference Number</b> 
<b>Payment Reference</b> 	<b>Supplier's Reference Number</b> 
<b>Purchase Order Number</b> 	<b>Delivery Date</b> 
<b>Supplier's Contact Person</b> Michael Christensen	<b>Recipient's Contact Person</b> Invoice Processing
<b>Recipient's Email Address</b> einv-pdf@danskebank.dk	<b>Contract Number</b> 
<b>Buyer Reference</b> Undefined	<b>Payment Terms</b> 
<b>Currency</b> DKK	<b>Comment</b> 
<b>Shipment Number</b> 	<b>Registration Number</b> 
<b>Additional Contract Number</b> 	<b>Payment Penalty Rate</b> 
<b>Tax Information</b> 	<b>Advance Payment Terms</b> 
<b>Project Number</b> 	<b>Danske Bank Account Number</b> 

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Additional guidance

**Payment reference:** If you as a vendor has a certain payment reference, please include that to ensure that you can track the payment from Danske Bank. Please insert the payment reference in the field "Payment Reference".

**Add Bank Account:** To ensure payment to right bank account only add one type of bank account. Account No or IBAN

The screenshot shows a web browser window with a tab titled "Invoice 6bc29ed0-09a5-11e...". The main content area displays an invoice for "Danmark A/S" with address "Bjørdsvej 10, Skilde, København". A yellow highlight is present over the text "No accounts selected" and a green button labeled "+ Add Bank Account". A modal form is open in the foreground with the following fields:

- Account No.** (text input)
- IBAN** (text input)
- SWIFT/BIC** (text input)
- Bank Name** (text input)
- Routing transit number** (text input)

At the bottom of the modal are buttons for "» Cancel" and "OK". In the background, there are buttons for "Draft", "» Save Draft", and "» Send Invoice", along with a "Saved at 18:37" timestamp. The footer contains "All rights reserved.", "Privacy Notice | Contact us | Support", and a "chat" button.