

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. P0654321)

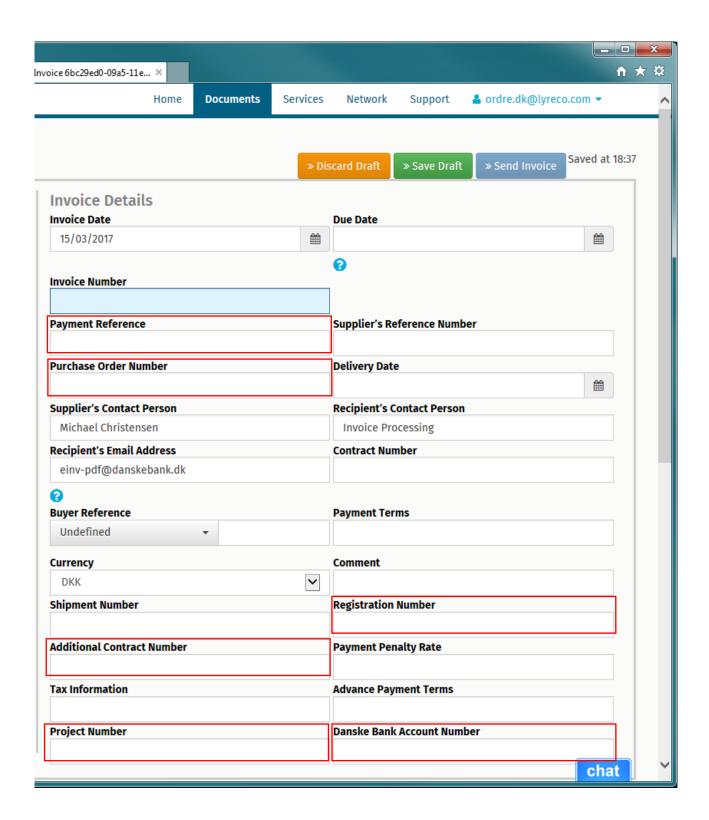
Project number: If the invoice relates to a project, you will have received this from your contact person in Danske Bank. Please insert the project number in the field "Project Number" (e.g.: P141104-43LC)

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.



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

