

## WHICH INFORMATION MUST ALWAYS BE INCLUDED ON AN E-INVOICE?

### The EAN/GLN number – DEAS' electronic postal address for invoices

The EAN/GLN number is a 13-digit number which uniquely identifies DEAS as the recipient. The number corresponds to an electronic postal address, ensuring that your invoice reaches the correct recipient.

#### **DEAS' EAN/GLN number 5790002305504**

The EAN no. must be written without spaces, commas, hyphens or other punctuation.

If you forget to write the EAN/GLN number, this is equivalent to forgetting to write the address on a letter – it will never be delivered.

### Reference/name of requester

The invoice must state the name or initials of the person who ordered the item or service. The person who ordered the service/item must inform you of this.

If DEAS receives an invoice without the name of the person who ordered the service/item, we will not be able to get confirmation and approval that the service/item was ordered and received. Without this confirmation and approval, the invoice will be rejected.

### Purchaser's order number

At DEAS, the 'Purchaser's order number' guides the invoice to the correct approver of the delivery. If the 'Purchaser's order number' is missing, or is incorrect, your invoice will be rejected. The person who ordered the item or service from you must state which 'Purchaser's order number' you must enter on the invoice.

The number is entered to the 'Purchaser's order number' field on the invoice. This is also the field used to enter requisition numbers.

### Delivery address and invoice address

The invoice address is the address of the property where the service was delivered. If you have delivered a service to a property, the property must be stated as both the delivery and invoice address. You can find the property's address and other details at [www.deas.dk/efaktura](http://www.deas.dk/efaktura), where there is a look-up function on the right-hand side of the page.

If you have delivered a service to a lease, the address of the lease must be stated as the delivery address and the property's address as the invoice address.

If you have delivered a service to the administration at DEAS A/S, the address of the DEAS office to which the item was delivered must be stated as the delivery address. DEAS has offices in Aarhus, Aalborg and Frederiksberg. In all three cases the invoice address must be Dirch Passers Allé 76, DK-2000 Frederiksberg.

### Only submit the invoice once

When you send an e-invoice it is important that you do not also send a printed copy of the invoice to DEAS.

It is enough to send it once – electronically.

### Questions

If you have concrete questions, please contact [efakturateam@deas.dk](mailto:efakturateam@deas.dk)

### Remember to include all of the required information on your invoice

All invoices must fulfil the requirements in the VAT regulations. If your invoice does not fulfil these requirements, DEAS reserves the right to reject your invoice.

1. The seller's (your) name and address.
2. The purchaser's (requester's) name and address.
3. Invoice date (issue date)
4. Invoice number, which is a consecutive number based on one or several series, and which identifies the invoice.
5. The seller's (your) CVR no. or SE no.
6. The date on which the delivery of the items or services takes place or is completed, provided that this date is not the same as the invoice date.
7. Payment date.
8. The quantity and nature of the items delivered, or the scope and nature of the services delivered.

9. The VAT basis, price per unit before tax, any price reduction, bonus and discounts, if these are not included in the price per unit.
10. Current VAT rate.
11. The VAT amount payable.
12. Invoice total.

Special information to be included on an invoice to DEAS. All of this information must be provided by the person ordering the service.

13. DEAS' EAN/GLN number.
14. DEAS' personal reference (name of the Requester)
15. Purchaser's order number
16. Delivery address
17. Invoice address