



DanishShipping

IMPORTANT INFORMATION FOR ALL SUPPLIERS

12 January 2024

In order to ensure efficient handling of all received invoices from our suppliers and to facilitate timely payment thereof, it is important that you, as a supplier to Danish Shipping or one of the below-mentioned legal entities, follow this guidance when submitting your invoices to us. This includes ensuring that you meet our requirements for the content of the invoice.

Case no.:
ADM-2017-00404

If you have any questions regarding the guidelines, experience technical challenges, or encounter payment issues, feel free to contact our finance department at phone number 33 11 40 88 between 9:00 and 16:00 on weekdays (Fridays until 15:00). You can also reach us by sending an email to administration@danishshipping.dk

Where do I send a supplier invoice (and credit memos)?

The following legal entities primarily receive invoices via EAN/GLN:

<u>Legal Entity</u>	<u>CVR-no./VAT no.</u>	<u>EAN no./GLN no.</u>
Danish Shipping	67797817	5790002420511
Danish Ferry Association	84809314	5790002420528
Medical Office Denmark A/S	37385964	5790002420559

Invoices must be sent in a standardized electronic format, such as OIOUBL or EHF.

Kan du ikke sende til os via EAN, så modtager vi, som eneste alternativ, fakturaer i PDF ved at sende til os på mail invoice@danishshipping.dk

You can only send one invoice and one PDF document per email. This means that if the invoice is accompanied by a cover letter, a packing slip, a shipping document, a specification, or any other document, the invoice and the attached document must be combined into one PDF document. Any text in the email will not be transferred to our electronic system for invoice handling. Therefore, you cannot write messages to us in the email. Messages should be included in the PDF document or on the invoice.



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The following legal entities only accept invoices in PDF format:

<u>Legal Entity</u>	<u>CVR-no./VAT no.</u>
Danske Rederiers Boldklub	34554935
Rederklubben	38155024
Young Propellers' Club	35150927
Danske Rederiers understøttelses- og fonden til søfarendes og søfartens vel	10832845
Pensionsfonden for skibsofficerer	10832780
Peder og Kamma Koch Jensens Legat	18170507

What should appear on the supplier invoice (credit memo)?

You need to ensure that you invoice the correct legal entity and that the address, CVR number, and EAN number match each other:

The billing addresses for our legal entities are as follows:

<u>Legal Entity</u>	<u>Adress.</u>
Danish Shipping	Amaliegade 33 1256 København K
Medical Office Denmark A/S	Amaliegade 33D 1256 København K
Other companies	C/O Danske Rederier Amaliegade 33 1256 København K

On the invoice, in addition to your legal name, address, contact information (phone and email), and CVR number, you must include the following information at a minimum for us to process your invoice:

- Information about the item (name, description, quantity, units, agreed price, etc.) or the service (type and period, while invoiced hours should be specified) being billed for.
- Indication of the applicable and relevant contract, order, agreement, subscription, or membership number, or any other relevant contractual reference.
- Delivery date or period of consumption.



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- Reference person at our end (first name and last name, and department if applicable).
- Any requested reference (such as a project number or project name provided by the reference person at our end).
- Payment terms and payment information.

How soon can I expect my payment?

We always strive to make payments on time and in accordance with the agreements made with our suppliers. However, payments may be delayed, for example, if we have objections, if the invoice is issued to the wrong legal entity, or if we lack necessary information on invoices. You will be notified in such cases.

We only make electronic payments (either by bank transfer or by payment via FIK. Additionally, we process payments twice a week (Wednesdays and Fridays). Therefore, we request all suppliers to provide a minimum of 30 days' credit to allow us sufficient time to process and internally approve received supplier invoices. This should help ensure that short payment deadlines cannot be met, especially during holiday periods.

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Thank you for your cooperation; we appreciate it!

Kind Regards

Danish Shipping