

SOS International A/S' requirements for supplier invoices

To ensure that SOS International A/S can make a quick and efficient registration and payment of invoices, we prefer to receive supplier invoices via electronic invoicing.

Submitting electronic invoices:

- The electronic invoice must be sent to GLN/EAN-number **5790002131073**

Please make sure that the following information is included on your invoices.

Legislative invoice requirements:

- ✓ Invoice date
- ✓ Unique sequential invoice number
- ✓ Your VAT number
- ✓ Your and our company name and full address
- ✓ The quantity and type of goods supplied, or the extent and type of services provided
- ✓ Date of transaction
- ✓ VAT amount payable or the words "Reverse charge"

The requirements above are equivalent to EU rules and requirements from the Danish tax authorities regarding the content of an invoice. In order to ensure correct registration and timely payment of your invoices, we also need the information below included on your invoices.

SOS International A/S' additional invoice requirements:

- ✓ SOS International A/S' casenumber
- ✓ Your company's phone number and e-mail
- ✓ Currency (ISO code)
- ✓ The total invoice amount
- ✓ Terms of payment and due date
- ✓ Bank details: Name of bank and account number or IBAN and SWIFT/BIC

Submitting PDF-invoice by email

If you are unable to send the invoice electronically, a PDF file can be sent by email

- The PDF file must be sent to caseinvoicedk@sos.eu

The invoice must always follow the above invoice requirements. In addition, the following formalities must also be observed:

- ✓ The total invoice amount must appear on page 1 or the last page of the invoice
- ✓ Your invoice and any sub vouchers have to be merged into one PDF file, without password. We do not wish to receive medical reports, GOP etc.
- ✓ Each PDF file must only contain one invoice, but please feel free to send several invoices in each email. However, each email must not exceed 10 MB
- ✓ Files must not be sent zipped, encrypted or password-protected. The file must be the original document and not a scanned copy, as invoices are processed electronically and automatically.

If the above mentioned requirements are not met, payment might be delayed or the invoice will be returned with a note about the missing information. Only information on the invoice will be processed due to automatic registration of invoices. Please note that SOS International A/S does not pay late interest if an invoice must be returned due to lack of information.

If you have questions regarding the requirements for supplier invoices, you can contact us at accounting@sos.eu or telephone +45 3848 8670.