

SOS International's requirements for supplier invoices

To ensure that SOS International can make a quick and efficient payment of your invoices, 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 timely payment of your invoices, we also need the information below.

SOS International's additional requirements:

- SOS case/reference number or reference person
- Your company's phone number and e-mail address
- Currency (ISO code)
- The total invoice amount
- Terms of payment and due date
- Bank details: Name of bank, reg. and account number or IBAN and SWIFT/BIC
- Each invoice including additional supporting documents, i.e. from third parties, must be merged into a single PDF file with your invoice as the first page.
- Only one invoice per email due to automatic registration of invoices.

If the above mentioned requirements are not met, payment can be delayed or the invoice will be returned with a note about the missing information.

Please send invoices to:

- caseinvoicedk@sos.eu
 - Case related cost
- costinvoicedk@sos.eu
 - Administration cost (expenses not related to any specific case)

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