

## 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 included on your invoices.

### SOS International's additional invoice 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
- ✓ Your invoice and any vouchers have to be merged into one PDF file
- ✓ The PDF file must include one invoice
- ✓ Only information on the invoice will be processed 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 your invoices concerning:

- Case related cost
  - as a PDF file to [caseinvoicedk@sos.eu](mailto:caseinvoicedk@sos.eu) or
  - e-invoicing via GLN/EAN-number **5790002131073**
- Administration cost
  - as a PDF file to [costinvoicedk@sos.eu](mailto:costinvoicedk@sos.eu) or
  - e-invoicing via GLN/EAN-number **5790002131066**

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