Invoice Requirements

This document serves as an information guide for our suppliers to:

- Provide comprehensive details on our invoice requirements to ensure a smooth invoice receipt process for both parties.
- Identify key requirements and interdependencies before invoicing begins, facilitating an efficient and automated invoicing process.

Invoices Submission Method

Invoices must be submitted using the agreed electronic transmission method, either through email or an Electronic Data Interchange (EDI) system, depending on the agreed format with DFDS.

- If submitting via **email**:
  - All **supplier invoices** (excl. haulier invoices) must be sent to **ap@dfds.com.**
  - All **haulier invoices** must be sent to **logistics.ap@dfds.com**.
- If submitting via **EDI**, contact your DFDS contact person in advance to set up the integration and receive further instructions.
- Invoices can also be submitted via the **EU PEPPOL** network using the **Global Location Number (GLN) 5790000713646**.
- For **Danish vendors**, invoices can also be submitted through **Nemhandel**, the Danish version of e-invoicing.

Invoice Format

- Invoices must always be in a **machine-readable PDF format**, unless another electronic format, such as EDI format, has been agreed with your DFDS contact. Any other invoice formats will be rejected.
- Each invoice shall be submitted **only once**.
- **One Invoice per PDF:** Each invoice (including supporting documentation such as delivery notes, POD/CMR, etc.) must be submitted as one PDF file.
- The **main document** (invoice, credit note, or interest note) must always be page one, followed by supporting documents. Invoices not adhering to this structure will be automatically discarded.
- **Invoice Language:** English is preferred for all invoices.

Billing address

Invoices must be correctly addressed to the DFDS legal entity responsible for the purchase. The billing address can be found on the purchase order or on our "DFDS Entities and Contacts" document on our DFDS suppliers' website. If you have any doubts, please contact your DFDS contact person.

Supplier Master Data in DFDS Database

- **Supplier Creation:** All suppliers must be registered in our DFDS ERP system under the correct legal entity. If a supplier is already registered for one legal entity but intends to supply for another, they must also be registered under the new legal entity.
  Invoices from unregistered or incorrectly registered suppliers will be rejected.
  Please refer to your DFDS contact to ensure proper registration or if your data has changed.

Purchase Order (PO) Number

- **PO Number Requirement:** If you receive a Purchase Order (or TI Number/Booking Number) and/or are given a Purchase Order number by your DFDS business contact, the PO number must be referenced on your invoice. If no PO number is stated on your invoice, the invoice will be rejected.
- **Only one PO number per invoice** is allowed.
- **PO Format Example:** PXX1-000000012 or TSEL24029702.
- **Non-PO Invoices:** If no PO number is provided, include order reference: **DFDS contact name and department.**
  If you have any questions about your purchase order or order reference, please contact your DFDS contact person.

Currency & Payment Terms

- **Currency:**
  - Invoices will only be processed if the **currency matches the currency agreed with DFDS** and registered in the system at the time of entering the collaboration.
  - **Only one currency per invoice.**
  - The **3-letter ISO currency code** must be present on the invoice (e.g., **EUR**).

- **Payment Terms:**
  - DFDS will process payments based on the payment terms **registered in the system** at the time of vendor creation. Any **due dates or terms on the invoice that differ from the agreed terms will not be considered**.
  - Payment terms are calculated from **the date the invoice is received, not the invoice date.**

VAT & Tax Compliance

Invoices must meet all EU and local VAT regulations, ensuring accurate issuance, transmission, and compliance with tax authority requirements. If VAT-exempt, a valid exemption reference must be included, ensuring they meet EU and local tax regulations.

Invoice Mandatory Information

Each invoice must clearly include the following:

	Mandatory Information	Comments
✓	**Document type**	"Invoice", "Credit Note", or "Interest Note" must be clearly stated on the first page.
✓	**Invoice date**	
✓	**Invoice due date**	Aligned with agreed payment terms.
✓	**DFDS Contact Person**	Full name of the DFDS contact.
✓	**DFDS Company Details**	○ Full legal name and address ○ VAT/VIES registration number (*VAT/VIES details may vary per country*)
✓	**Supplier Company Details**	○ Full legal name and address ○ VAT/VIES registration number
✓	**Supplier Contact email**	And/or phone number.
✓	**Description of goods/services provided**	Per line item.

✓	**Total invoice amount**	Must be clearly stated and present only once (net and gross).
✓	**VAT/NET amounts**	Clearly stated and present only once, if applica-ble.
✓	**Valid DFDS PO number**	Mandatory for all PO-based invoices. If non-PO based, order reference must be clearly stat-ed in the invoice.
✓	**IBAN Payment details**	Must match master data in DFDS database.

Credit notes

Credit notes issued must reference the **original invoice number** and the **PO number** and clearly indicate the **reason** for issuance.

Rejection of Invoices

If the invoice is not issued correctly or cannot be technically approved, the invoice will be cancelled, and the supplier will receive an **email explaining the reason for the rejection**. If your invoice has been rejected and you have any questions about the next steps, please contact your DFDS contact person.

The **email** will be sent from: ap.noreply@dfds.com.

Examples of error causes:

- Missing or unregistered supplier account
- PO reference missing or incorrect format / Missing order reference
- Mandatory information on the invoice is missing
- Non-compliant invoice formats

Important Notice

Failure to comply with these invoice requirements may result in delayed payment or invoice rejection. Suppliers are encouraged to review this document before submitting invoices to DFDS.

For the latest version of our invoice requirements and detailed information on our supplier engagement practices, please visit our DFDS supplier website: dfds.com/en/about/suppliers

Invoice example – fulfilling DFDS minimum requirements:

DFDS

INVOICE

Invoice number

Invoice Data

Vendor name / address / Zip code / City / Vendor VAT ID / IBAN number

DFDS entity name and address / VAT ID

PO NO: PXX1-0000000012

DFDS REFERENCE Jon Petersen

Equipment:

Collection: 29-11-2022

:HT .

Delivery: 01-12-2022

UCOMPOSITES A/S
Aalborgvej 29
4793 Bogø
Denmark

Qty	Packing	Weight	Description	
1	LOAD	23000	spare parts	13,6 ldm

Invoice specification	VAT Code	Amount
Freight Revenue	901	2.050,00
Booking Subtotal:	EUR	2.050,00

VAT CODE & VAT %

Base amount
2050,00 EUR

VAT / VIES Reg nr.

Services/goods total/currency xxxx,xx

VAT Total/Currency xxx,xx

Purchase order example – D365 Purchase Order:

MARKIT B2B APS
Ewaldsgade 7-9
2200 Copenhagen
Denmark
VAT number DK32361390

Delivery address
Tommy Schouw
Marmorvej 18
2100 København Ø
Denmark

Purchase order copy

Purchase order number	PXX1-000006114
Version	1
Approval date	21-02-2025
Delivery date	21-02-2025
Delivery terms	
Payment terms	End of current month + 30 days
Currency	DKK
Your ref.	
Our ref.	Tommy Schouw tommsch@dfds.com
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Item number	Description	Supplier Item no.	Quantity Unit	Unit price	Amount
	Samsung Galaxy S24 - Enterprise Edition - 5G smartphone - dual-SIM - RAM 8 GB / Internal Memory 128 GB - OLED display - 6.2" - 2340 x 1080 pixels (120 Hz) - 3x rear cameras 50 MP, 12 MP, 10 MP - front camera 12 MP - onyx black UNSPSC 43191501	37701918	1 PCS	4,731.87	4,731.87
	Samsung Travel Adapter 25W USB-C Super Fast Charge (without cable); White UNSPSC 26111700	23429467	1 PCS	136.17	136.17
	Apple/Samsung MANDATORY ENROLMENT UNSPSC 81111800	30638799	1 PCS	0.01	0.01
	DBRAMANTE GREENLAND GALAXY S24 CLE UNSPSC 43191600	36110238	1 PCS	88.64	88.64
	PanzerGlass - Screen protector for mobile phone - ultra-wide fit with EasyAligner - glass - for Samsung Galaxy S24 UNSPSC 43191600	37676574	1 PCS	142.35	142.35

Net amount	5,099.04
Total charges	0.00
VAT	91.79
Total DKK	**5,190.83**

All purchases are exclusively subject to DFDS General Terms of Purchase and the terms set out in this purchase order, unless otherwise agreed in the frame agreement.
Please confirm purchase order and ensure that delivery and invoice has the purchase order number and recipient name attached.
Please send invoice to email: ap@dfds.com

DFDS A/S
Marmorvej 18
2100 København Ø
VAT number DK14194711

+45 3342 3342
prc.invoice@dfds.com
www.dfds.com

Bank account currency DKK
Bank account number 3000 3001901311
IBAN DK3630003001901311
SWIFT code DABADKKK

Purchase order example relevant for vessels - Sertica Purchase Order:

DFDS A/S

Marmorvej 18
2100 København
Phone:+45 3342 3342
VAT No.DK14194711

CROWN SEAWAYS
IMO No.: 8917613

Purchase Order: CSCA25036801

Supplier Address:
Multiline A/S
Kirkebjergvej 17
4180 Soro
Denmark
E-mail: ordre@multiline.dk
Phone: 004570107700

Place of delivery:
DFDS A/S Terminalen - CPH
Dampfaergevej 30
2100 Copenhagen O
Denmark

Terms of Delivery:
Order Date: 24/02/2025
Delivery Date: 28/02/2025
Purchaser: Sandra Saltyte
saalt@dfds.com

Terms of Payment: Current Month + 62
Quote reference:
Approver: Sandra Saltyte
Account: 412409
Department: 20421

Description 412409-20421 non-food dæk 2

Pos.	Quantity	Description	Price	Discount (%)	Total Price
1	8 PCE	Insect control fruit fly trap Tanaco Proff incl. biological bait Supplier Spare Part No.: 107030	107.03	0.00	856.24 DKK
2	8 PCE	Insect control lure refill 200ml red for Tanaco Proff fruit fly trap Supplier Spare Part No.: 107031-3	48.93	0.00	391.44 DKK

Subtotal: 1,247.68 DKK
Discount: %

Grand total: 1,247.68 DKK

All invoices to be submitted with 0% VAT as per Article 148 of EC Directive 2006/112

The Supplier is obliged to follow any customs clearance rules applicable for the delivery.

The supplier ensures with the acceptance of the order to deliver information and forms as required under Res. MEPC.379(80), EMSA Guidance on the Inventory of Hazardous Materials, MSC.1/CIRC.1379, SOLAS REG. II-/3-5, and IACS SC 249.
The supplier must respond to any inquiries from Metizoft AS.

PLEASE SEND INVOICES TO EMAIL; ap@dfds.com
Invoice should be send in PDF format.

DFDS A/S
Marmorvej 18
2100 Copenhagen
Denmark
Phone number 004533423342
VAT: DK14194711

All purchases are exclusively subject to DFDS General Terms of Purchase (attached) and the terms set out in this Purchase order (PO), unless otherwise agreed in a Frame agreement.

PLEASE CONFIRM PURCHASE ORDER, AND ENSURE THAT DELIVERY AND INVOICE HAS PO NUMBER AND SHIP NAME ATTACHED

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