



## Information for Our Suppliers Regarding Submission of Invoices

### 1. Invoicing Requirements

#### 1.1 Electronic Invoicing

Invoices must be sent in OIOUBL or XML format. If possible, we kindly ask that you include a copy of the original invoice within the file. Electronic invoices must be sent to the following EAN number: 5790002264955.

If you have any questions regarding electronic invoicing, please contact Kemp & Lauritzen's Accounting Department  
Phone: +45 43 66 88 88 Email: [regnskab@kemp-lauritzen.dk](mailto:regnskab@kemp-lauritzen.dk)

#### 1.1 Submission of Invoices by Email

If you are unable to send invoices electronically, invoices may be sent to [faktura@kemp-lauritzen.dk](mailto:faktura@kemp-lauritzen.dk).  
Invoices must be attached to the email in PDF format.

Only one invoice per PDF file is allowed. Any appendices must be included in the same PDF file. Multiple PDF files may be attached to a single email.

#### 1.2 Buyer's Order Number

A correct "Buyer's Order Number" must always be stated on the invoice.

Clear identification is essential for correct and efficient processing. Invoices that are not sufficiently identified cannot be processed and will be returned. The due date is calculated from the date of receipt of a correct invoice. Please note that Kemp & Lauritzen does not pay late payment interest if an invoice is returned due to missing information.

The "Buyer's Order Number" must be placed as follows:

OIOUBL invoices: <cac:OrderReference><cbc:ID>
OIOXML invoices: <com:ReferencedOrder><com:BuyersOrderID>

#### Examples of correct Buyer's Order Numbers:

<b>Purchases for projects:</b> 7–8 digits*3 digits*5 digits / project number*task number*payroll number
<b>Purchases for finance:</b> 5 digits*3 digits*5 digits / financial account*department*payroll number
<b>Purchases for warehouse:</b> 13200*3–7 characters*5 digits / 13200*department/location*payroll number

To accommodate the full Buyer's Order Number string, including the above codes and order numbers, the field must support at least 35 characters.

#### 1.3 Kemp & Lauritzen Invoice Portal

If you need to send a small number of invoices to Kemp & Lauritzen, you may enter and submit them via the Kemp & Lauritzen Invoice Portal. This is a free, web-based solution: <http://www.nemportal.dk/kl>

##### 1.3.1 Payment Terms

Kemp & Lauritzen's standard payment terms are current month + 60 days.  
Please ensure that the payment terms are respected and clearly stated on the invoice.



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### 1.4 Requirements for Invoices from Product Suppliers and Subcontractors

Each invoice line must contain clear and sufficiently descriptive text in the primary text field, adequately describing the product or service, within 40 characters (maximum field limit).

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- The primary rule of thumb for whether a text is clear and sufficient is whether an invoice approver, based solely on the text, can identify the specific product or service and verify whether the price is as agreed.
- **Example 1:** "Cable" is not sufficiently descriptive. "CABLE NOIKLX 3G1.5 R100" is sufficiently descriptive.
- **Example 2:** "Rectangular duct" is not sufficiently descriptive. "KA A=250 B=1000 L=1500 S1=OS S2=LOS Rectangular duct" is sufficiently descriptive.
- If it is not possible to provide a sufficiently descriptive text in the primary text field, as much information as possible must be included there, and an extended description must be added on the same invoice line in the secondary item text field.
- Technical explanation: The specific technical placement in OIO invoices for the primary and secondary text fields is under NS3:InvoiceLine → NS3:Item → NS2:Name (primary text field) and NS2:Description (secondary text field).

For goods or services covered by agreed price lists (general trading or project-based), there must be a **unique item number** that clearly identifies the specific product or service. This item number must correspond to the item number used in the relevant agreement under which the product and/or service was ordered.

**Discounts must be correctly stated** per invoice line under *Allowance/Charge* at line level. This applies to both discount percentage and discount amount. Discounts agreed per line (99.9% of all materials) must not be calculated at invoice (header) level.

#### Technical placement:

##### Discount percentage:

ns3:InvoiceLine > ns3:AllowanceCharge > ns2:MultiplierFactorNumeric

##### Discount amount:

ns3:InvoiceLine > ns3:AllowanceCharge > ns2:Amount > <Value>

**Freight charges and expenses/discounts** calculated at invoice level should preferably have a fixed item number and be entered on the invoice as one or more separate lines.

### 2. Requirements for Delivery Notes

The Buyer's Order Number from the relevant purchase order must be clearly and fully stated on all delivery notes.

The following information must be transferred from the order to the delivery note so that the carrier and recipient can contact each other and ensure successful delivery:

Name of contact person (e.g. Jens Jensen)

Telephone number of contact person (e.g. 12345678)

Note to the carrier (e.g. enter through the gate into the backyard and call 12345678)