

Suppliers

Information to our suppliers about the submission of invoices

Reference requirements to our invoices

The 4 below options are possible:

Purchase for project:	8digits*3digits*5digits / casenumber*project*salarynumber
Purchase for finance	5digits *3digits *5digits / financeaccount*department*salarynumber
Purchase for warehouse	13200*3-7characters*5digits / 13200*department /location*salarynumber
Private purchase:	12905*3digits *5digits / 12905*department*salarynumber
Case number, etc.:	Please do NOT insert any spaces

A clear identification is decisive for correct and efficient processing of the invoice. An invoice that does not bear satisfactory identification marking cannot be processed and will be returned. The date of payment shall be counting from the date on which a correct invoice is received. Please note that Kemp & Lauritzen shall not pay delay charges in the event that an invoice shall be returned on the grounds of unsatisfactory information.

The submission of an electronic invoice

The invoice must be submitted in OIOUBL or XMLformat. Where possible we would like you to attach a copy of the original invoice to this file. The submission of an electronic invoice shall be forwarded to EAN number 5790002264955.

If you have any question concerning electronic invoicing, you are welcome to contact the Kemp & Lauritzen accounting department by telephone +45 43 66 88 88.

The submission of an invoice via e-mail

If you are unable to submit your invoice as an electronic invoice, you may forward your invoice to faktura@kemp-lauritzen.dk.

The invoice attached to the mail must be in PDF format. Only one invoice shall be allowed per PDF file, and any attachments must be included in this PDF file. It will be all right to forward several PDF-files per e-mail.

Other queries

In respect of other queries, the accounting department can be reached via regnskab@kemp-lauritzen.dk.

Bank Account Details:

Danske Bank
Storkunder Danmark
Holmens Kanal 2-12
1092 København K

Reg. no.: 4440
Account no.: 3102141687
S.W.I.F.T.: DABADKKK
IBAN: DK04 3000 3102141687
CVR No.: 57 47 17 19