

Copenhagen Malmö Port AB Filial af Containervej 9 2150 Nordhavn Org.nr 25996011

## Invoice demands.

Copenhagen Malmö Port AB, filial af, Containervej 9 2150 Nordhavn (CMP) are handling all invoices from vendors electronically. All the information on the invoice must be generated mechanically, which means handwritten information is not readable.

All invoices sent to CMP must contain the following information:

- Reference code: CMP's reference code is at letter followed by 4 numbers, e.g. C1234.
- Invoice No.
- Document date
- Due date
  - o If not otherwise is agreed, are CMP's payment terms this month + 30 days.
  - o Any default interest is paid according to applicable laws.
- Invoice amount
- The invoice VAT amount and the applicable VAT rate. If the invoice is VAT-free, should this
  be justified by reference to the VAT act. Law in Denmark
- · Bank account information, IBAN and SWIFT
- Vendor Org No.

If the invoice does not contain the information above, will CMP if necessary, return the invoice, with a request to provide the missing information.

PDF-format to:

invoiceDK@cmport.com.

Kind regards

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