

# Invoice Format and BILLING FOUNDATION Guidelines for suppliers outside Denmark

x

## Invoice must include

- Recipient's legal entity including company name, address, and postal code
- Recipient's VAT number
- Purchase order/ATR number or project number or reference name at Sund & Bælt Group
- Sender's legal entity number including company name
- Address, postal code, city, country, phone number, and email address
- Invoice number
- Invoice date
- Total amount excl. VAT
- VAT, reverse charge, and total amount
- Terms of payment: Standard terms are 30 days net or contract conditions.
- Bank account, SWIFT and IBAN number

## Information on product line in invoice necessary for invoice match

- Product description
- Price pr. unit
- Unit
- Numbers of units
- Total amount per line exc. VAT

Please forward PDF-invoices to:  
[kreditorbogholderi@sbf.dk](mailto:kreditorbogholderi@sbf.dk)

Legal entity	Abbr.	Alias	VAT number	Contact info re. Payment	Adr.
Sund & Bælt Holding A/S	SBH		DK15694688	<a href="mailto:kreditorbogholderi@sbf.dk">kreditorbogholderi@sbf.dk</a>	Vester Søgade 10, 1601 København V
Femern Bælt A/S	FEM	Femern A/S	DK28986564	<a href="mailto:kreditorbogholderi@sbf.dk">kreditorbogholderi@sbf.dk</a>	Vester Søgade 10, 1601 København V
A/S Storebæltsforbindelsen	SBF	A/S Storebælt	DK10634970	<a href="mailto:kreditorbogholderi@sbf.dk">kreditorbogholderi@sbf.dk</a>	Vester Søgade 10, 1601 København V
A/S Øresundsforbindelsen	OSF	A/S Øresund	DK15807830	<a href="mailto:kreditorbogholderi@sbf.dk">kreditorbogholderi@sbf.dk</a>	Vester Søgade 10, 1601 København V
Brobizz A/S	BBAS		DK31854822	<a href="mailto:kreditorbogholderi@sbf.dk">kreditorbogholderi@sbf.dk</a>	Vester Søgade 10, 1601 København V
Brobizz Operatør A/S	BBOP		DK39144239	<a href="mailto:kreditorbogholderi@sbf.dk">kreditorbogholderi@sbf.dk</a>	Vester Søgade 10, 1601 København V
Sund og Bælt Partner A/S	PAR		DK26019133	<a href="mailto:kreditorbogholderi@sbf.dk">kreditorbogholderi@sbf.dk</a>	Vester Søgade 10, 1601 København V



# DRAFTING AN INVOICE

## The following applies to purchase orders or ATR

### The following requirements must be established before invoicing

- A purchase order or ATR must be received.
- The service/goods must be delivered in accordance with the purchase order ATR instructions. However, partial deliveries are accepted by agreement.
- The invoice must match the purchase order (see the next page for necessary specifications on the item line)/ATR.
- Invoices are automatically matched with purchase orders / ATR. The invoice will be rejected if a match cannot be made, and payment will therefore be delayed.
- If changes to the purchase order/ATR are needed, contact your procurer or contact person.

