



# Danfoss invoicing requirements

**The information stated below is the minimum requested information for invoicing Danfoss. Please note that all invoices sent to Danfoss need to comply with applicable legal and tax requirements and other compliance regulations, even if not listed below.**

*Not complying will increase the risk of incorrect or delayed payments as well as invoices being rejected.*

**For all invoices:**

- Clear indication of type of document (e.g. Invoice, Credit Note, Interest note) stated on the document
- An invoice number, date of issue, total amount, currency and tax rate (where applicable)
- Your company's legal name, address and VAT/tax registration number (where applicable)
- Your company's reference person or query email
- Danfoss ordering document reference provided on the first page (Danfoss Purchase Order whenever applicable), if not in place please provide Danfoss reference person e-mail address
- The ordering Danfoss entity's legal name, address and VAT/tax registration number (where applicable)
- Description of the goods/services, net amounts and any applicable tax amounts listed separately from the total amount
- For credit notes the reference to the original document must always be stated
- For goods the "Ship-to" delivery location information, if different than Danfoss entity
- For goods the "Ship-from" if different from the vendor location
- Bank information for payments (where applicable)

**Additionally, for invoices with Danfoss Purchase Order:**

- The same item descriptions, quantities and prices as our purchase order
- The corresponding lines on our purchase order
- Invoice issued in the same currency as our purchase order
- Danfoss material number (where applicable)