

In order to handle invoices faster and more effectively, Novo Holding has adopted a fully electronic creditor accountancy. You can easily access electronic invoicing through providers such as Sproom (www.sproom.net).

If you use a different provider of electronic invoicing, you are still able to send your invoice directly to Novo Holdings by using EAN number: 5790002127885.

INFORMATION IN RELATION TO ELECTRONIC INVOICING

When you send your invoices to us electronically, it is important to note the following information:

1. Supplier e-mail address

OIOXML: Invoice/SellerParty/OrderContact/E-Mail

OIOUBL: Invoice/AccountingSupplierParty/Party/Contact/ElectronicMail

2. Order number (**If you have not received an order number, do NOT fill it out**)

OIOXML: Invoice/ReferencedOrder/BuyersOrderID

OIOUBL: Invoice/OrderReference/ID

3. Customer reference at Novo Holdings (initials 2-4 letters, i.e. MLQW)

OIOXML: Invoice/BuyerParty/BuyerContact/ID

OIOUBL: Invoice/AccountingCustomerParty/Contact/ID

For further elaboration of the item description, the fields "Invoice note" or "Line description" can be used.

Item line description OIOXML: Invoice.InvoiceLine.Item.Description

Item line description OIOUBL: Invoice.InvoiceLine.Item.Description

Note OIOXML: Invoice.Note

Note OIOUBL: Invoice.Note

If you are not able to send us an e-invoice, please forward the invoice as a PDF file to: nh_invoice@novo.dk with the above mentioned details.