



## TDC Erhverv Electronic Invoice

# Save both time and money with electronic invoices

Receive invoices by electronic data transfer directly from TDC Erhverv to your own IT system. Electronic data transfer also enables you to rationalize your administrative routines as invoices can be transferred automatically to your book-keeping system. You save time both in relation to mail reception and further handling of the invoices since the information can easily be communicated and processed electronically in the system.

### Automatic control

Electronic invoicing also provides the opportunity for automating part of controlling the accuracy of the invoices without necessarily having to check each individual invoice manually. Only a few criteria have to be specified with which entered invoices can be compared automatically in your system. The system will then automatically transfer invoices, which deviate from what is expected to manual processing and then process the rest automatically.

### Advantages of electronic invoices

- Frees up resources
- Fewer or no entries
- Minimizes incorrect entries etc.
- Your company saves both time and money
- The number of manual processes is reduced
- Easy to file and retrieve
- Invoicing data is easy to analyze and use strategically
- Easy communication of invoicing information

### Get the solution that best meets your needs

We have a wide selection of options, formats and forwarding methods for you to choose from. Your choice should be based on your technical system, processing needs as well as your additional systems etc.

### We offer the following formats:

- OIO UBL
- OIO XML
- PDF
- EDI Fact
- EDI Light
- Excel Invoice Documentation

### General information

All formats above need a stylesheet to transform the data. Each party shall defray own expenses for transmission, conversion, security, VANS mailboxes, if any, including expenses for the necessary hardware and software for the individual company. We use TrueCommerce as VANS provider. TrueCommerce can help answer questions regarding the solutions – read more here [www.TrueCommerce.com](http://www.TrueCommerce.com).

We will forward the invoice in one format only. If you need further, please use our selfservice portal, Selvbetjening at [www.tdc.dk/SE](http://www.tdc.dk/SE) (Danish only).

## How to get started

Please feel free to contact us if you have any questions. We are always ready to help you with material showing how an invoice might look in the desired format. This will not always correspond to the way in which invoices will be sent after the transition to electronic invoicing but merely show what the format looks like.

When implementing an electronic invoice format (except PDF and Excel), we must verify that your company can read/receive the files. In order to do so, we will test the format with you. That requires information from you, whether the test should be sent to your EAN number/EDI location number or our equivalent. Furthermore, we request information on which TDC Erhverv account or accounts we should use for the test. Please note that if our EAN number/EDI location number is used, you will receive the test via email.

## OIO UBL

OIO UBL format is administered to Danish public customers through NemHandel Registeret, where active EAN numbers must be registered. If you as a regular business customer would like to receive electronic invoices via OIO UBL, it is not required to create your EAN numbers in NemHandel. It can instead be done via a VANS provider, i.e. TrueCommerce or KMD. When you create EAN numbers in NemHandel or with your VANS provider, you must also select the profile that supports your need for information related to our invoices, credit notes and reminders.

### Profil BilSim

The profile is called BilSim, which stands for Procurement-BilSim1.0. It is simple billing without prior order. The customer can receive Invoice, Credit note and Reminder.

### Profil NES 5

The profile is called NES 5, which stands for urn: www.nesubl.eu: profiles: profile5: ver2.0. It is basic invoicing without prior order. The customer can receive Invoice and Credit note, but not Reminder.

### Profil UTS

The profile is called UTS, which stands for Reference-Utility1.0. It is a Utility Specification (UtilityStatement) and is an independent appendix to the invoice. The UTS contains information on subscriptions and consumption on the individual TDC Erhverv products.

As the specification (UTS) is an important part of the OIO invoice from us, the UTS profile must be registered with your EAN number to be able to receive OIO UBL invoices from us. If you do not register a UTS profile, you will receive OIO XML invoices from us. Whether you have a BilSim profile or a NES 5 profile, is subordinate to receiving invoices from us. If you have a BilSim profile, you will receive any reminders in OIO format.

For more information on OIO UBL and NemHandel for exchange of electronic invoices see Erhvervsstyrelsens webpage: <https://erhvervsstyrelsen.dk/nemhandel>

It is possible to receive Excel Invoice Documentation in a separate email whenever invoiced. On account numbers starting with 2xx and 3xx, it is possible to imbed a PDF document in the OIO UBL file.

On OIO UBL it is also possible to get a Productfrontpage instead of the normal OIO frontpage. The Productfrontpage shows the number of subscriptions and the monthly price, so you get a quick overview on larger invoices.

## OIO XML

OIO XML is a format, also developed by the Danish public sector before developing NemHandel. Further, an additional section (FSV) has been developed for TDC and other supply companies. The public sector makes control tools and a stylesheet available to you, which makes it possible to see and read our invoices on screen for control purposes.

An electronic address in the form of an EAN number is required, which is provided through GS1 Denmark at [www.gs1.dk](http://www.gs1.dk). The EAN number has to be active to be recognized by all VANS providers.

It is possible to receive Excel Invoice Documentation in a separate email whenever invoiced.

## PDF

Our invoices can be sent in the well-known PDF format which may facilitate distribution and filing. The invoice is sent as an attached document in an email.

On account numbers starting with 2xx and 3xx, it is possible to receive Excel Invoice Documentation in a separate email whenever invoiced.

## EDI Fact

EDI Fact is an international UN standard for electronic data transfers between different parties. We use the standard for an electronic invoicing format. It is required that you have a translation program available in order for you to receive and process the EDI Factbased deliveries. You may obtain the software for this purpose from a VANS provider. EDI Fact is supplied through the VANS network. The VANS solution requires that you have or obtain a connection to a VANS provider, such as TrueCommerce or KMD.

## EDI Light

EDI Light is a relatively simple and fast way to get started, which does not necessarily require major investments. EDI Light is an electronic semicolon separated version of our invoices. This format is well suited for making entries into Office tools such as Excel or Access. EDI Light can be supplied as attached files in signed emails or through the VANS network.

## Contact

Please feel free to contact us on +45 70 70 90 90 if you need additional information on electronic invoicing.