

Guide for Foreign Suppliers

General requirements:

SDU doesn't accept Proforma invoices.

The invoice shall contain the below mentioned information:

- Invoice number.
- Invoice date.
- Name of the beneficiary / account holder and address of beneficiary / account holder.
- VAT-number (Supplier within the EU) Federal id number or EIN no (Supplier within the USA). GST number (Canada) PAN nr. (India). If the supplier doesn't have one of these numbers or a company id number, then please note the reason why not.
- Name and address of SDU.
- Suppliers (within the EU) should also state the vat number of SDU (DK29283958) if it concerns reverse charge.
- Description of the delivered goods or service.
- The price of the delivered goods or service.

Bank information of the supplier should be as follows:

SDU doesn't use correspondent banks. Therefore, we only need the beneficiary bank details.

Denmark, Greenland and the Faroe Islands:

- Beneficiary / Account holder.
- Address of beneficiary / Account holder.
- Registration number.
- Account number.

or

- Iban number.
- Swift (BIC).

Within the EU and Israel:

- Beneficiary / Account holder.
- Address of beneficiary / Account holder.
- Bank name.
- Iban number.
- Swift (BIC).

Australia, Canada, New Zealand, USA:

- Beneficiary / Account holder.
- Address of beneficiary / Account holder.
- Bank name.
- Account number.
- Swift (BIC).
- Routing number (Australia (BSB) 6 digits) (Canada and USA (ABA) 9 digits) (New Zealand 6 digits).

Japan, Jordan (Invoices from Jordan must be in USD or EUR)

- Beneficiary / Account holder.
- Address of beneficiary / Account holder.
- Bank name.
- Alternative bank name (If the Alternative bank name is not mentioned, the bank name will be used for this purpose).
- Account number.
- Swift (BIC).

The rest of the world:

- Beneficiary / Account holder.
- Address of beneficiary / Account holder.
- Bank name.
- Account number.
- Swift (BIC).