



**Information til dig som leverandør fra  
*Staples Danmark ApS***

**Information om overgang til e-fakturering via Peppol & samtrafik  
for Staples Danmark ApS**

Med dette brev vil vi informere om at vi nu har mulighed for at tage imod elektroniske faktura via Peppol & Samtrafik.

For at sende elektronisk faktura ska i have aftale med en e-fakturaoperatør.  
Hvis ikke i har mulighed for at sende elektroniske faktura så kan i kontakte Logiq som kan hjælpe jer med at finde en løsning.

**Til at begynde med** ønsker vi at modtage faktura elektronisk men vi kan stadig modtage dem i Pdf. format til adressen [InvoiceDK@staples-solutions.com](mailto:InvoiceDK@staples-solutions.com)

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**Information for you as a supplier to  
*Staples Danmark ApS***

**Information regarding transition to e-invoicing via Peppol and  
Interconnect for suppliers to Staples Danmark ApS**

With this letter we want to inform that Staples now are able to receive and process electronic invoices via NemHandel, Peppol & Interconnect.

To send electronic invoices, you need to have an agreement with an e-invoice operator. If you do not currently have a solution for sending e-invoices, you can contact Logiq for assistance.

We primarily want e-invoices, but we will still accept invoices in PDF format. In cases where you can't send an e-invoice, the PDF invoice should be sent to [InvoiceDK@staples-solutions.com](mailto:InvoiceDK@staples-solutions.com)



## General requirements

For us to process your e-invoice we need you to fulfil the following requirements:

- Purchase Order number (10 digits) must be stated on all invoices based on purchase orders.
- Invoices without a PO number must contain a Staples reference. First and last name.
- Contract number must be empty unless otherwise agreed with Staples.
- Compliance with the standard field structure

Field description	Section in OIOUBL (NemHandel)	Section in BIS 3.0 (Peppol)
<b>Purchase order reference</b>	/Invoice/ OrderReference/ID	Invoice/ OrderReference/ID
<b>Buyers reference (Staples contact)</b>	/Invoice/ AccountingCustomerParty/ Party/Contact/ID	/Invoice/ cbc:BuyerReference
<b>Contract number (only applicable in specific cases)</b>	Invoice/ ContractDocumentReference/ ID	Invoice/ ContractDocumentReference/ ID



## **Formats: E-invoicing via the Peppol network & EDI-operator**

Staples is connected to Peppol and would like you to primarily send your invoices that way. E-invoices should, if possible, be sent in the following format: BIS 3.0 on Peppol:  
<https://docs.peppol.eu/poacc/billing/3.0/>

Invoices can also be sent through NemHandel or interconnect between different EDI-operators by agreed common formats.

Any attachment must be sent in PDF- format.

## **Address - Staples Danmark ApS**

**Peppol:** 0184:dk27985017

**Samtrafik / Interconnect:** 27985017

### **Contact us if you have any questions:**

Accounts Payable Team  
[invoice.boras@staples-solutions.com](mailto:invoice.boras@staples-solutions.com)  
+46 33 171623

### **For further information on getting started with e-invoices:**

[servicedesk@logiq.se](mailto:servicedesk@logiq.se)