



**Information til dig som leverandør fra
Lyreco Danmark A/S**

Information om overgang til e-fakturering via Peppol & samtrafik for Lyreco Danmark A/S

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 scan.fi.invoice@lyreco.com

**Information for you as a supplier to
Lyreco Danmark A/S**

Information regarding transition to e-invoicing via Peppol and Interconnect for suppliers to Lyreco Danmark A/S

With this letter we want to inform that Lyreco 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 scan.fi.invoice@lyreco.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 Lyreco reference. First and last name.
- Contract number must be empty unless otherwise agreed with Lyreco.
- Compliance with the standard field structure

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



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

Lyreco 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 - Lyreco Danmark A/S

Peppol: 0184:dk27985017

Samtrafik / Interconnect: 27985017

Contact us if you have any questions:

Accounts Payable Team

scan.fi.accounts_payable@lyreco.com

For further information on getting started with e-invoices:

servicedesk@logiq.se