

HOW TO SEND E-INVOICES  
TO  
COLOPLAST

Dear Supplier,

Coloplast has the opportunity to receive e-invoices via Basware, our e-invoice service provider and OpenPeppol Access Point. By following these instructions, you can start sending your invoices in an electronic format and thus allow cost savings for both you and Coloplast.

Below you will find step by step instructions on how to proceed. At the end of this document, you will also find specific information about Coloplast e-invoice addresses and the content requirements.

If you currently don't have the possibility to send electronic invoices, please use the other possible option on the Basware portal, additionally, you can contact Basware using the contact form or chat option to discuss the alternatives.

[https://portal.basware.com/open/Coloplast EInvoice](https://portal.basware.com/open/Coloplast%20EInvoice)

#### STEP 1. Contact your e-invoice operator (VAN service provider)

Ask your operator to check if interconnection exists with Basware, and notify your operator of this document. If using openPeppol, contact your access point and make sure you can send to Coloplast using a valid format.

If you are not sure if the service provider you cooperate with exists in Basware network or not, check the invitation link and choose e-invoice and after "My company uses another service provider"

### Choose an e-invoicing service

Coloplast A/S VAT DK69749917

▼ Pick a free service and start sending e-invoices

**Send PDF invoices by email** Let's start

Create PDF invoices with your billing system and send them to Basware by email. Our service converts the PDFs to your customer's preferred, electronic format and delivers them instantly.

**Key in and send invoices online** Let's start

Create invoices with a simple online form with Basware's e-invoicing service. Basware delivers the invoice to your customer instantly, in their preferred format.

▼ My company already has an e-invoicing system

**Basware is my company's service provider** Get instructions

**My company uses another service provider** Get instructions

[Actually, I won't take any of these.](#)

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Selecting the country you will find the list of the service providers which already exist in Basware network. If your service provider is on the list please contact them and inform about the change. If your service provider is not on the list please advise them to connect with Basware, otherwise please use other available sending methods

← **Select your current service provider**

Let's find out if you can send invoices to **Coloplast A/S** through your current service provider. First, select your company's home country on the list. Then, select your service provider.

Select Country

**Service provider not on the list?**

If you did not find your service provider from the list above, you cannot send e-invoices to your customer through them. However, there are ways you can proceed:

**Next steps**

- [Start using a Basware e-invoicing service](#). Your customer Coloplast A/S provides this to you, free of charge.
- Otherwise, contact your service provider and ask them to connect to Basware Network.

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## STEP 2. Create an invoice

Generate an invoice in accordance with the content requirements. Make sure all mandatory data fields are included.

## STEP 3. Send the invoice

Send the invoice (via your e-invoice service provider or access point). Inform Coloplast via e-mail to [invoice@coloplast.com](mailto:invoice@coloplast.com) that you have sent your first e-invoice. If possible, please attach an image of the invoice in your email.

## STEP 4. Get feedback from customer

Coloplast examines the invoice and asks you either to make adjustments and repeat steps 2 and 3 or give you permission to start sending e-invoices.

## STEP 5. Start sending e-invoices

When the first production invoice is sent, notify Company, who verifies that it is received and contains sufficient information for automated processing.

If you or your e-invoice operator needs assistance during this process, please don't hesitate to contact us – We will assist you in any way we can!

Sincerely,

**Coloplast**

**Requirements for e-invoicing****A. General information****1. Invoice types**

Valid invoice types are debit and credit invoices.

**2. Single invoice or collective invoice**

Although it is possible to distribute collective invoices also electronically, Coloplast strongly advises against it, as this will diminish the possibilities for automatic invoice handling.

Collective invoices might also require a customer-specific layout, increasing the cost for all involved parties.

**3. Format**

If you are using a VANS network, then the valid format is governed by the contract between your e-invoice operator and Basware, usually the same format which your operator supports. If using Peppol there is a standard procedure for checking the accepted format.

**4. Invoice image**

The invoice image shall be attached in either PDF or TIFF format. If an invoice image is not attached or is in another format, a standardized image will be generated.

**5. Attachments**

Coloplast will still need attachments to the invoice. If your e-invoice solution doesn't support this, please inform Coloplast before moving forward. Valid formats for attachments are TIFF, PDF, and HTML. If you wish to send attachments in other formats, please contact Basware.

**B. E-invoice addresses**

Make sure you have the correct e-invoice address stated in the invoice. Invoices without a valid e-invoice address will not reach Coloplast

Company name	Company Country	Corporate VAT/ TAX id	E-invoice address
Coloplast Ges.m.b.H	Austria	ATU16858906	5790002289118 (EAN)
Coloplast Belgium n.v.s.a	Belgium	BE0423051642	0423051642 (VAT)
Coloplast Canada	Canada	130352578	5790002289095 (EAN)
Coloplast A/S	Denmark	DK69749917	5790002289071 (EAN) 69749917 (VAT)
Coloplast Ejendomme A/S	Denmark	DK13512582	5790002289088 (EAN) 13512582 (VAT)
Coloplast Danmark A/S	Denmark	DK19020940	5790002289064 (EAN) 19020940 (VAT)
Coloplast Oy	Finland	FI23948718	003723948718 (OVT) 23948718 (VAT)
Coloplast Laboratoires S.A.S	France	FR18312328362	18312328362 (VAT)
Coloplast Manufacturing France S.A.S.	France	FR81338864770	81338864770 (VAT)
Coloplast GmbH	Germany	DE247070750	247070750 (VAT)
Coloplast Distribution GmbH	Germany	DE814171922	814171922 (VAT)
Coloplast Hungary Kft.	Hungary	HU12636332	5790002289101 (EAN) 0088: 5790002289101 (PEPPOL) 12636332 (VAT)
Coloplast B.V.	Netherland	NL006095641B01	006095641B01 (VAT)
Coloplast Norge AS	Norway	NO931925822	9908:931925822 (PEPPOL) 931925822 (VAT)
Coloplast Sp.z o.o.	Poland	PL5272305360	5272305360 (VAT)
Coloplast Business Centre	Poland	PL8522562445	8522562445 (VAT)
Coloplast Portugal II	Portugal	PT514719311	5790002289125 (EAN)
Coloplast Productos Medicos SA	Spain	ESA28899003	28899003 (VAT)
Coloplast Sverige	Sweden	SE556207543101	556207543101 (VAT)
Coloplast AG	Switzerland	CHE-108.386.005 MWST	5790002289040 (EAN)
Coloplast Ltd	United Kingdom	GB781498779	781498779 (VAT)
Coloplast Corp	US	26-0755281	5790002289132 (EAN)
Coloplast Manufacturing	US	16-1760263	5790002289163 (EAN)

**C. Invoice content**

Please ensure that the information stated in attachment 1 is included in your e-invoices to Coloplast. All numeric fields must be included without formatting e.g only numbers, no dots, hyphen or other punctuation.

**Note:** Invoices that don't meet the requirements will be rejected by Coloplast.

**D. Additional information**

1. Coloplast uses customer reference matching to automate invoice handling. The customer reference is a customer-specific abbreviation of the purchaser's name, consisting of four to seven alphabetic capital letters (e.g. NAJODO). It is important that customer reference is included in the reference field on the invoice. Please contact Coloplast if you need to ensure that you are using the correct customer reference.
2. Coloplast uses purchase order number matching to automate invoice handling. Therefore, it is important that the PO number is included on the invoice if your invoice is related to a purchase order and type (e.g 123456O1). Please contact Coloplast if you need to ensure that you are using the correct PO number.

**E. Contact information**

<b>Coloplast</b>	Coloplast Business Centre	<a href="mailto:invoice@coloplast.com">invoice@coloplast.com</a>
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**Attachment 1 Invoice content**

Invoice field	Description	Mandatory
Supplier e-invoice address	E.g. GLN code, sometimes called edi address, EDI ID eller NET ID	No
Supplier name		ALL
Supplier address		ALL
Supplier organization or VAT number		ALL
Supplier payment account/IBAN number		ALL
Supplier SWIFT code		No
Buyer e-invoice address		ALL
Buyer name		ALL
Buyer address		ALL
Invoice number		ALL
Invoice number (debit) on credit invoices	Invoice number which relates to credit note	ALL
Invoice date		ALL
Due date		ALL
Gross amount		ALL
Net amount		ALL
VAT amount	Exception in case of reverse tax obligation	ALL
Currency code	3 characters (e.g. SEK)	ALL
OCR number	Mandatory in case of use	No
Buyer reference	See D.1	ALL
Contract number		No
Buyer Purchase Order number and type	See D.2	ALL