How to send

e-invoices

to

Orifarm

Dear Supplier.

Orifarm receives e-invoices through the Basware Business Transaction service, Basware BT.

This document will get you started - and describe how you, as supplier, are able to send electronic invoices to Orifarm. You will also find information of our e-invoicing addresses and the digital content requirements of our invoices.

E-invoices contribute to great cost savings for Orifarm and we believe that this will also apply to our suppliers.

The process of how to send e-invoices is described on .

The content requirements for e-invoices sent to Orifarm is listed under section C at the bottom of this document.

Send to Orifarm

Step 1: Contact your e-invoicing operator.

To send electronic invoices to Orifarm, your company must be connected to an e-invoicing operator who can deliver electronic invoices through operator-to-operator traffic (O2O), VANS, or Nemhandel.

Contact your e-invoicing operator to make sure they share O2O traffic with Basware. If they do, please forward this document to your operator as this document contains important information for how to manage invoices appropriately.

If your company currently are not able to send electronic invoices through an e-invoicing operator, we recommend contacting an operator as soon as possible. Orifarm has entered a collaboration with Basware on electronic invoices, and you are more than welcome to contact us to hear more about the possibilities. See our contact information at the bottom of this document.

Step 2: Create a test invoice

Create a test invoice in accordance with the requirements listed in this document. To process the electronic invoices accurately, all required sections must be included in all test invoices.

Step 3: Send the test invoice

As a start, we recommend sending your test invoice through the test environment. Your e-invoicing operator should have the necessary information to perform this task. The test invoices will be sent through Basware Business Transactions and forwarded to Orifarm for further assessment. Please, inform your contact at Orifarm before sending test invoices. See the contact information at the end of this document.

Step 4: Receive feedback from Orifarm

Orifarm will review your test invoice and return to you if any changes must be made. In case of changes, please make another test by repeating step 2 and 3.

Step 5: Start sending electronic invoices!

When Orifarm approves your test invoice, you are able to send live invoices to the production environment. Please inform your contact at Orifarm before sending out your first live invoice. See the contact information at the end of this document.

If you or your e-invoicing operator need assistance in this process, please do not hesitate to contact us!

Content requirements

A. General information

1. Types of invoices

All types of invoices distributed through this solution must only be of a type supported by Orifarm. Please note that some types of invoices require additional content which must be agreed with Orifarm before sending the invoices.

i. Separate invoices

Orifarm prefers that all invoices are sent separately. By doing so we secure an automated invoice process and make Orifarm able to pay your invoices faster.

ii. Collective invoices

Despite being able to distribute collective invoices, Orifarm strongly discourages this, as the possibility of automated invoice processing is reduced. Collective invoices may also require a customer-specific layout which increases additional costs for all parties.

iii. Specific requirements for specific suppliers

Besides the requirements presented in this document, some suppliers may have to include additional information. These specifications will be managed in collaboration with Orifarm.

2. Format

Orifarm is able to receive invoices in all relevant and standardized xml formats. In this document, the use of OIOXML and OIOUBL is assumed. Please contact Basware or your e-invoicing operator for a detailed description of each format.

3. Picture attachments

Attachments in the form of pictures must be sent as either PDF or TIFF files. If no invoice picture is attached, a standardized picture will be generated. This picture may not contain all the information which you wish to share. Therefore we recommend including a PDF/TIFF copy of your invoice presented the way you wish the receiver to view it.

B. E-invoice addresses

Please make sure that the invoice contains the correct e-invoice address. The address is necessary for correct delivery. Invoices without any valid e-invoice address will automatically be rejected in the BT service and will therefore not reach Orifarm.

Company Name	Country	EAN number
Orifarm Group A/S	Denmark	5790002263187
Orifarm Supply A/S	Denmark	5790002263224
Orifarm Supply s.r.o.	Czech Republic	5790002291913
Orifarm Trading GmbH & Co. KG	Germany	5790002291890
Aaragon Pharma s.r.o.	Czech Republic	5790002594854
Orifarm Property A/S	Denmark	5790002291937
Orifarm A/S	Denmark	5790002263255
Orifarm OY	Finland	5790002263262

Orifarm AB	Sweden	5790002263279
Orifarm AS	Norway	5790002291920
Orifarm GmbH	Germany	5790002263286
Orifarm B.V	The Netherlands	5790002291906
Orifarm Austria GmbH	Austria	5790002434068
Orifarm UK Ltd	England	5790002434075
1 0 1 Carefarm GmbH	Germany	5790002435188
Orifarm Belgium BV	Belgium	5790002586316
Aaragon Pharma GmbH	Germany	5790002594861
Orifarm Generics A/S	Denmark	5790002263293
Orifarm Generics OY	Finland	5790002263309
Orifarm Generics AB	Sweden	5790002263316

C. Invoice contents

The following information must be included in all invoices for Orifarm. All fields must be without any kind of formatting (e.g. invoice number 12345 and currency DKK)

Please note: Invoices which do not follow these requirements will be rejected by Orifarm.

Data element	Comment	Required	OIOUBL field format	OIOXML field format
E-invoice address of the supplier		YES	/ Invoice / AccountingSupplierParty / Party / EndpointID	com:SellerParty/com:ID
Name of supplier		YES	/ Invoice / AccountingSupplierParty / Party / PartyName / Name	com:SellerParty / com:PartyName / com:Name
Postal address of supplier		YES	/ Invoice / AccountingSupplierParty / Party / PostalAddress	com:SellerParty/com:Addres
Company registration number of supplier		YES	/ Invoice / AccountingSupplierParty / Party / PartyLegalEntity / CompanyID	com:SellerParty / com:PartyTaxScheme / com:CompanyTaxID
Supplier's bank account		YES	/ Invoice / PaymentMeans / PayeeFinancialAccount / ID	com:PaymentMeans / com:PayeeFinancialAccount / com:ID
FIK#1 – KortArtskode			/ Invoice / cac:PaymentMeans / cbc:PaymentID	com:PaymentMeans / com:TypeCodeID
FIK#2 – Payment ID			/ Invoice / cac:PaymentMeans / cbc:InstructionID	com:PaymentMeans / com:PaymentID
FIK#3 – Credit card number			/ Invoice / cac:PaymentMeans / cac:CreditAccount / cbc:AccountID	com:PaymentMeans / com:JointPaymentID
Supplier's SWIFT code		NO	/ Invoice / PaymentMeans / PayeeFinancialAccount / FinancialInstitution / ID[@schemeID="BIC"]	com:PaymentMeans / com:PayeeFinancialAccount[com:TypeCode = 'BANK'] / com:FiBranch / com:FinancialInstitution / com:ID

Supplier's IBAN number		NO	/ Invoice / PaymentMeans / PayeeFinancialAccount / ID[@schemeID='IBAN']	com:PaymentMeans / com:PayeeFinancialAccount[com:TypeCode = 'IBAN'] / com:ID
E-invoice address of receiver	See section B.	YES	/ Invoice / AccountingCustomerParty / Party / EndpointID	com:BuyersReferenceID
Name of receiver		YES	/ Invoice / AccountingCustomerParty / Party / PartyName / Name	com:BuyerParty/com:PartyName/com:Name
Postal address of receiver		YES	/ Invoice / AccountingCustomerParty / Party / PostalAddress	com:BuyerParty/com:Address
Company registration number of receiver		YES	/ Invoice / AccountingCustomerParty / Party / PartyLegalEntity / CompanyID	com:BuyerParty / com:PartyTaxScheme / com:CompanyTaxID
Receiver's reference person	See section D, #1	NO	/ Invoice / AccountingCustomerParty / Party / Contact / Name	com:BuyerParty / com:BuyerContact / com:Name
KID number		NO	PaymentMeans / PaymentID	com:PaymentMeans / com:PaymentID
Invoice number		Yes	/ Invoice / ID	com:ID
Issue date		Yes	/ Invoice / IssueDate	com:IssueDate
Due date of payment		Yes	/ Invoice / PaymentMeans / PaymentDueDate	com:PaymentMeans / com:PaymentDueDate
Gross amount	Invoice total incl. VAT	Yes	/ Invoice / LegalMonetaryTotal / PayableAmount	com:LegalTotals/com:ToBePaidTotalAmount
Net amount	Invoice total excl. VAT	Yes	/ Invoice / LegalMonetaryTotal / LineExtensionAmount	com:LegalTotals/com:LineExtensionTotalAmount
Currency	3 sign currency code (e.g. NOK)	Yes	/ Invoice / DocumentCurrencyCode	main:InvoiceCurrencyCode
VAT amount		Yes	/ Invoice / TaxTotal / TaxAmount	com:TaxTotal[com:TaxTypeCode='VAT'] / com:CategoryTotal / com:TaxAmounts / com:TaxAmount

D. Additional invoice information

1. Please inform your Orifarm contact person before sending your first electronic invoice. Your contact will provide you with the correct information for the field containing the receiver's reference.

Contact information

Orifarm	Orifarm Accounting	regnskab@orifarm.com	
Basware A/S	ServiceNow	https://basware.service-now.com/bw?id=bw_sc_cat_item_public	