



INVOICING TO AARSLEFF RAIL A/S

To ensure the most efficient processing of invoices to Aarsleff Rail A/S, we have specific requirements to invoices from our suppliers.

General invoice requirements

- The invoice must be issued in accordance with the rules of SKAT (the Danish Customs and Tax Administration)
- The Aarsleff Rail A/S account reference must be clearly indicated on the invoice.

Account reference

The account reference informed by the procuring entity is essential for a quick and effective processing of incoming invoices. If the account reference is missing, the invoice will be returned to sender.

We have three types of account references consisting of the following information:

- **Project:** aaaaaa-bbb-ccc-ddd(d)
(a=project no., b=activity no.*, c=cost type, d=initials)
activity no. is not mandatory.
- **Machine:** aaaaa-bbb-ccc(c)
(a=machine no., b=cost type, c=initials)
- **Finance:** aaaaa-bbb-ccc(c)
a=financial account no., b=department, c=initials)

Please note that Aarsleff Rail A/S does not pay interest for late payment if an invoice is returned due to missing or incorrect account reference.

If in doubt of the account reference, please contact the procuring entity at Aarsleff Rail A/S before sending the invoice.

Sending an invoice

An invoice to Aarsleff Rail A/S can be sent as follows:

- **By email**
Invoices can be sent to: faktura@arsleff.com

Attach the invoice as a PDF file. Make sure that the PDF file cover only one invoice and the necessary enclosures. Several PDF files/invoices can be attached to the same email as long as there is one PDF per invoice.

- **By ordinary mail**
Invoices can be sent to:

Aarsleff Rail A/S
Hasselager Allé 5
DK-8260 Viby J

Other issues:

For issues such as account statements and reminders, please contact the creditor team at: kreditorteam@arsleff.com