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## Invoicing procedure – PJ Circular Engineering A/S

At PJ Circular Engineering A/S we use ERP system with OCR, why we kindly request that all our vendor's address all invoices to below postal address:

**PJ Circular Engineering A/S**

**Mollehaven 31**

**DK-4040 Jyllinge**

**Danmark**

Prior to submitting an invoice, please ensure the purchase or work order number is clearly stated.

We ensure that all our vendors are informed purchase or work order number.

We encourage all vendors to submit invoices electronically.

Electronic invoices must be submitted to the following e-mail address [invoice@pjcircualar.com](mailto:invoice@pjcircualar.com).

PJCE#CPH handles all invoicing for all PJCE offices in Europe.

**The following information must be clearly stated on the invoice when submitted:**

- Invoicing entity and address.
- VAT no. / EORI no. / Company registration no.
- Invoice number.
- Invoice date.
- Payment information.
- PJCE purchase or work order number.
- Declaration of VAT (If applicable).

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\*If an invoice received is incomplete, for example without purchase or work order, the invoice will be returned for compliance, which may result in a delay of payment.

### Requirements for electronic invoicing

- All invoices must be submitted in pdf format.
- Invoice must be present on page one and contain minimum information (see page 1).
- Invoices must be clear and readable, i.e. black text on white background - no grey areas allowed.
- Invoice and supporting documents must be delivered in the same file.
- Each pdf must only contain ONE invoice with supporting documents.
- We do not accept folders, subfolders, or zip compressed files.
- We encourage that pdf files do not exceed 5 Mb, and no more than ONE invoice is submitted per e-mail.

### Purchase and work order number

Purchase and work order number is a unique number sent to our vendors for each order. We normally e-mail purchase and/or work order number to our vendors, however occasionally the purchase and/or work order number is stated by purchasing officer and then followed up by written PO.

Purchase orders always start with one and have 6 digits (PJCE#136252).

Work orders have 5 digits (PJCE#52596).

Purchase and work order can be combined (PJCE#52596-136252 or PJCE#136252-52596).

We will issue purchase orders via mail, fax, or e-mail depending on the information submitted via vendor application/update (Available upon request to [account@pjcirculardk](mailto:account@pjcirculardk)). To check or update vendor information please contact the purchasing officer for submission of new form or update.

### Statement of account / Reminders

Statements and or reminders must be submitted to [account@pjcirculardk](mailto:account@pjcirculardk).



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Name of company: PJ Circular Engineering A/S  
Authorized Signatory: Anne-Mette Elsborg, Group CEO  
Date: September 16th, 2020  
Place (where signed): Copenhagen, Denmark  
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