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Invoice Denmark IVS | CVR: 36455071 | kundeservice@fakturadanmark.dk

Business rules for the distribution of GLN invoices via Faktura Danmark's Service.

The provisions are in effect per. 01/01/2015.

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1. Business Provisions

When creating or submitting invoices to Faktura Danmark, they are accepted to any applicable business regulations.

Changes to the business regulations can be done with one month's notice without any other separate information on this. However, we inform our customers via standard auto response on submission and as information text on the service invoice if the business regulations change.

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2. The service

Faktura Danmark provides human resources, production equipment and software available to the customer for the provision of e-invoicing to GLN recipients.

The received invoices are converted / scanned and the part of the relevant data there appears read.

Relevant data that cannot be read electronically is entered manually.

The scanned / entered data is transmitted electronically, in the form of an OIO-UBL document, to the GLN recipient via the e-invoicing system Easy Trade (also called VANS) along with a TIFF document that displays an image of the original invoice. Copy of the original invoice is thus embedded in the transmission. Recipients will therefore always receive a copy of the original invoice. Faktura Danmark handles the delivery to NemHandel, thereby ending the service. The transmission between NemHandel and the recipient is the responsibility of the recipient. Every week, a status report is sent via e-mail confirming delivery processed invoices.

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3. Relevant Data

The following information is recorded from the invoice:

- o Authority order, or requisition number *
 - o GLN formerly called EAN location number *
 - o Authority reference *
 - o Creditors' CVR no.
 - o Invoice type: credit note / invoice
 - o Invoice date
 - o Invoice number
 - o Invoice total amount
 - o VAT
 - o OCR line or bank account
 - o Authority account string
 - o Currency code
 - o Date of payment
 - o Indication of whether the claim has been handed over to a third man
- * Must be informed by your customer in connection with their order delivery to the sender.*

Incorrect information will be corrected and retried to the GLN recipient when the information is obtained from the sender or otherwise obtained.

If the information cannot be obtained, the customer will be informed via email.

If the above information is missing or incorrect, a fee will be charged error correction, cf. applicable price list per submitted invoice.

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4. Delivery time

All invoices are attempted to be dispatched cf. the applicable processing time, after the invoice has been received from Faktura Danmark. The treatment is Monday to Friday exclusive holidays.

Processing time is indicative, not guaranteed.

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5. Submission

Invoices are sent to Faktura Danmark at the customer's own risk. No one is given receipt for invoices received.

Scanning can be done via e-mail addresses specifically for the service the customer wants.

If the invoice is sent to the wrong e-mail address, the price for it is invoiced requested / ordered email address-specific service.

Different invoices may not be sent in the same file. Each invoice must be maximum fill 1 mega byte.

Submission per mail is done by sending the order to the mailbox address. There must

Please send invoices to different GLN recipients in the same envelope.

Submitting invoices by mail is done at the customer's responsibility. Reference is also made to Post Danmark A / S's terms and conditions for Letters India.

6. Paper Type and Size

The individual pages of the invoices must be submitted in A4 format. Printing must be done in black color too

text and fields to read. As far as possible, the rest should be kept in white, alternatively bright colors, with no screen printing that may interfere with the reading result. Everything else

design print should as far as possible be done in Pantone colors.

The individual invoices must appear in a copy. If there are multiple pages on the same invoice, these should not be bundled with paper clips staples!

7. Prices and payment terms

The price for each invoiced invoice is determined according to the applicable price list. Prices can changes at 1 month notice.

The customer must arrange for the mailing to be submitted by mail, if this does not happen the customer is billed for a fee for non-postage.

Invoicing is done monthly with a minimum consumption, cf. applicable pricelist. Minimum consumption will not be invoiced if there has been none transactions during that period.

When invoicing by mail, a billing fee is added, cf. the price list.

The invoice will be sent to the received invoice quoted CVR number. Is it not it is possible to find an address based on the CVR number provided the bill to the legal entity set forth in www.cvr.dk. The bill contains a specification of the number of invoices processed.

Payment is due on the invoice date with the last due date of payment 10 days after invoice date. In case of non-payment after due, reminder fees are imposed and Faktura Danmark reserves the right to calculate default interest from the due date with interest rate 8.05%. After the 2nd payment reminder, the service is closed.

Payment terms are subject to change at one month's notice. By repeating delays in payment, Faktura Danmark may require a deposit calculated from coverage of estimated consumption.

If the customer declares bankruptcy, opens negotiation of coercive agreement, enters liquidation or suspension of payments, another scheme entails that: the customer's creditors do not receive full coverage or if the customer is in execution found to lack funds to pay off his debt or the client's wealth otherwise turns out to be such that the customer must be assumed to be unable to know the due date, paying the amounts due, the service is closed immediately and the claim be made up.

8. Confidentiality

Faktura Danmark has a duty of confidentiality regarding any matter that is not public available to them as they become aware of by the customer or by third parties.

The duty of confidentiality continues as long as the relationship has not become publicly available.

9. Liability and compensation

Faktura Danmark is not responsible for the content of those submitted by the customer envelopes / mail. The Customer is responsible for ensuring that the material provided is not in breach

with Danish legislation, including the Personal Data Act.

All invoices received are scanned and stored electronically at Faktura Denmark (until invoicing is done from Faktura Danmark to the customer), then the OIO-The UBL document in NemHandel for up to 5 years, cf. Danish legislation. After receiving Invoices, Faktura Danmark is solely responsible for the customer's direct expenses restoring lost data.

Faktura Danmark does not provide compensation for delays in delivery to the recipient.

Faktura Danmark is free of liability for errors or omissions in the service provided.

The customer is responsible for checking that the status report is in accordance with the invoices sent, and immediately contact Faktura Denmark at inconsistencies in this.

Faktura Danmark is not responsible for any loss with the customer as a result of invoice the recipient's late payment. This is a balance between the customer and his customer.

Faktura Danmark is thus not responsible for delay or loss of operation, time losses, profit losses or other indirect losses of the customer, unless these are caused intentional or grossly negligent.

The total compensation is maximized to an amount equal to that of the customer scan revenue at Faktura Danmark within the previous 12 months, however, max. DKK 1,000.00 per claim.

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10. Force Major

Circumstances that Faktura Danmark does not control, such as labor conflict, fire, chemical leakage or danger thereof, flood, lightning strike, power failure or similar power failure, natural disasters, war or warlike state, terror, bomb threats, seizure, currency restrictions, riots and unrest, product scarcity, power restrictions and lack subcontracting due to any of the conditions stated and not or only on extremely burdensome terms can be replaced, resulting in the discharge of the Faktura Danmark.