

## TOPIC

# Leverandørservice, Guidelines for Data Suppliers – Registration of Mandates

You need to sign up each creditor for using this recordlayout.

Contact our customer service at +45 80 81 06 65

If you have not used the solution within the last 15 months – you have to sign up again.

JULY 2021



## Table of Contents

1. Maintenance of document.....	2
2. Debtor information – Data delivery start.....	3
3. Creditor .....	5
4. Registration of mandate .....	7
5. Debtor information – Data delivery end .....	9



# 1. Maintenance of document

## **Changes in this version**

This version of the **Guidelines for Data Suppliers** replaces the version dated august 2020.

The following changes have been made to the previous version (editorial changes excepted):

Section number	Change	New functionality
	Only editorial changes	

## **Receipts and information about mandates**

The delivery receipt contains information about:

Is the delivery formats accepted or not.

Which individual errors they are in the delivery, and these will not be processed.

Receipts and deliveries from Leverandørservice are described in Guidelines for Data Suppliers – Creditor data

## **Structure of customer number**

The customer number will always be right-aligned with leading zeros.



## 2. Debtor information – Data delivery start

<b>Field 1</b>	Record type = 000
<b>Field 2</b>	Field contains 00000
<b>Field 3</b>	Field contains 0000000000000000
<b>Field 4</b>	Blank positions in the field
<b>Field 5</b>	Creditor's identification with the Data Supplier – for own use
<b>Field 6</b>	Material type 40 = debtor information
<b>Field 7</b>	Year (yy) - Delivery creation year
<b>Field 8</b>	Month (mm) - Delivery creation month
<b>Field 9</b>	Day (dd) - Delivery creation date
<b>Field 10</b>	Blank positions in the field
<b>Field 11</b>	Indicate creditor in production or creditor is testing
<b>Field 12</b>	Blank positions in the field
<b>Field 13</b>	Indicate language choice for delivery receipt
<b>Field 14</b>	Blank positions in the field
<b>Field 15</b>	Data Supplier number
<b>Field 16</b>	Check Data Supplier number.
<b>Field 17</b>	Blank positions in the field



<b>Debtor information</b>	<b>Data delivery start</b>	<b>Length:80</b>
---------------------------	----------------------------	------------------

Field no.	Field content	No. of char	Type *	Location From to		Mandatory	Description
1	Record type	3	N	01	03	Yes	Record type 000
2	Filler	5	N	04	08	Yes	00000
3	Filler	15	X	09	23	Yes	0000000000000000
4	Filler	7	X	24	30	No	Spaces
5	Data Supplier identification	6	X	31	36	No	Creditor's identification with the Data Supplier – for own use
6	Delivery type	2	N	37	38	Yes	Material type = 40
7	Year	2	N	39	40	Yes	Delivery creation yymmdd
8	Month	2	N	41	42	Yes	
9	Date	2	N	43	44	Yes	
10	Filler	1	X	45	45	No	Space
11	Filler/TEST	4	X	46	49	No	Space = Production TEST = Test delivery
12	Filler	1	X	50	50	No	Space
13	Filler	3	X	51	53	No	DAN or Space = Danish ENG = English
14	Filler	9	X	54	62	No	Spaces
15	Data Supplier no.	8	N	63	70	Yes	Data Supplier number
16	Check CVR no.	1	X	71	71	Yes	Data Supplier number= X
17	Filler	9	X	72	80	No	Spaces

\* X = ALPHANUMERIC (left-aligned with trailing spaces)

\* N = NUMERIC (right-aligned with leading zeros)



### 3. Creditor

<b>Field 1</b>	Record type 001 = Creditor
<b>Field 2</b>	Creditor number
<b>Field 3</b>	Field contains 0000000000000000
<b>Field 4</b>	00
<b>Field 5</b>	00
<b>Field 6</b>	00
<b>Field 7</b>	Field contains 0000000000000000
<b>Field 8</b>	Blank positions in the field



<b>Debtor information</b>	<b>Creditor</b>	<b>Length:80</b>
---------------------------	-----------------	------------------

Field no.	Field content	No. of char	Type *	Location From	to	Mandatory	Description
1	Record type	3	N	01	03	Yes	Record type 001
2	Creditor number	5	N	04	08	Yes	Creditor number
3	Filler	15	X	09	23	Yes	0000000000000000
4	Filler	2	N	24	25	Yes	000000
5	Filler	2	N	26	27	Yes	
6	Filler	2	N	28	29	Yes	
7	Filler	14	N	30	43	Yes	0000000000000000
8	Filler	37	X	44	80	No	Spaces

\* X = ALPHANUMERIC (left-aligned with trailing spaces)

\* N = NUMERIC(right-aligned with leading zeros)



## 4. Registration of mandate

<b>Field 1</b>	Record type 510 = Registration of mandate
<b>Field 2</b>	Creditor number
<b>Field 3</b>	Customer number
<b>Field 4</b>	Debtor's bank registration no.
<b>Field 5</b>	Debtor's bank account no.
<b>Field 6</b>	Debtor's CVR number
<b>Field 7</b>	Field contains 00000000000
<b>Field 8</b>	Blank positions in the field





<b>Debtor information</b>	<b>Registration of mandate</b>	<b>Length:80</b>
---------------------------	--------------------------------	------------------

Field no.	Field content	No. of char	Type *	Location From	to	Mandatory	Description
1	Record type	3	N	01	03	Yes	Record type 510
2	Creditor no.	5	N	04	08	Yes	Creditor number
3	Customer no.	15	X	09	23	Yes	Customer number
4	Registration no	4	N	24	27	Yes	Debtor's registration number
5	Account no.	10	N	28	37	Yes	Debtor's account number
6	CVR no.	8	N	38	45	Yes	Debtor's CVR number
7	Filler	11	N	46	56	Yes	00000000000
8	Filler	24	X	57	80	No	Spaces

\* X = ALPHANUMERIC (left-aligned with trailing spaces)

\* N = NUMERIC(right-aligned with leading zeros)



## 5. Debtor information – Data delivery end

<b>Field 1</b>	Record type = 999
<b>Field 2</b>	Creditor number
<b>Field 3</b>	Field contains 9999999999999999
<b>Field 4</b>	Number of debtors
<b>Field 5</b>	Filler
<b>Field 6</b>	Filler
<b>Field 7</b>	Blank positions in the field



<b>Debtor information</b>	<b>Data delivery end</b>	<b>Length:80</b>
---------------------------	--------------------------	------------------

Field no.	Field content	No. of char	Type *	Location From	to	Mandatory	Description
1	Record type	3	N	01	03	Yes	Record type 999
2	Creditor no.	5	N	04	08	Yes	Creditor number
3	Filler	15	X	09	23	Yes	999999999999999
4	Number of debtors	7	N	24	30	Yes	Number of debtors records
5	Filler	13	N	31	43	Yes	0000000000000
6	Filler	13	N	44	56	Yes	0000000000000
7	Filler	24	X	57	80	No	Spaces

\* X = ALPHANUMERIC (left-aligned with trailing spaces)

\* N = NUMERIC(right-aligned with leading zeros)

