

**Guidelines for electronic invoicing to Gyldendal  
and  
data requirements in OIOUBL and Peppol format  
Version 1**

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## Purpose

The Purpose of this document is to ensure the correct and efficient transfer of electronic invoices to Gyldendal, in accordance with applicable standards (OIOUBL and PEPPOL BIS Billing 3.0).

The document describes the mandatory fields, technical requirements, and contact information regarding e-invoices to Gyldendal and MentorDanmark.

E-invoices to Systime remain unchanged.

Invoicing to Alvilda and other Gyldendal subsidiaries will for the time being continue unchanged.

Suppliers are solely responsible for the configuration and implementation of electronic invoicing within their own systems. Gyldendal specifies requirements regarding format, content, and communication channels, and provides guidance regarding these requirements.

Please note that Gyldendal does not perform technical setup, configuration, or integration with PEPPOL, NemHandel, or VAN providers on behalf of suppliers. For technical implementation, we recommend contacting your ERP provider, IT department, or VAN provider.

If you have questions regarding this document, field definition, requirements or errors in invoices, please contact us at mail: [Kreditor@gyldendal.dk](mailto:Kreditor@gyldendal.dk).

Documentation and guidance will be available on our website Gyldendal.dk after the first wave of suppliers has transitioned to e-invoicing.

## GLN numbers of the Gyldendal Group:

- Gyldendal: 5790002591945
- MentorDanmark: 5790002591952
- Systime: 5790002243011 (unchanged)

On invoices the GLN number must be entered in the field:  
AccountingCustomerParty/PartyIdentification/ID.

Link to Nem-handelsregistret: [Nemhandelsregistret](#)

## Communication channels af formats

Electronic invoices must be submitted in one of the following formats.

### PEPPOL:

- Recommended solution for suppliers engaged in international trade.
- Invoices must comply with the PEPPOL BIS Billing 3.0 standard  
Link: [Peppol BIS Billing 3.0 - November 2025 Release](#)

### OIOUBL:

- Relevant for Danish suppliers without international trade
- Invoices must comply with the OIOUBL standard  
Link: [OIOUBL Dokumentationsoversigt | NemHandel](#)

### VAN Provider or Portal:

- If the supplier does not have direct access to PEPPOL or NemHandel, a VAN provider (Value Added Network) may be used.

- Alternatively, suppliers can use a scanning bureau that converts standard invoices into electronic invoices.
- There are also online portals where invoices can be entered and sent.

### Field definitions and requirements

In addition to the standard fields included in OIOUBL and PEPPOL BIS Billing 3.0, we require certain supplementary information to ensure the correct processing of invoices in our system.

These fields are mandatory and must be completed as specified in the table below to enable the invoice to be matched with the correct order, account allocation, and product information.

If the information is missing or incorrect, processing—and consequently payment—may unfortunately be delayed. We therefore recommend verifying that all fields are completed correctly.

Field	Description
Invoice/AccountingCustomerParty/Party/Contact Alternatively: Invoice/OrderReference	Customer reference. Name of contact person at Gyldendal
Invoice/InvoiceLine/InvoicedQuantity	Quantity of product units Unit code: EA, C62 or H87
Invoice/InvoiceLine/AccountingCost	Account allocation (project posting) ISBN_Oplag:Konto Fx 9788702442212_02:1564 Examples of accounts related to production: 1510: Bookboks/Rolling printrun 1551: Saddle stitching 1561: Paperbacks 1563: Cover books with/without flaps 1564: Hardback books with/without dust cover
Invoice/InvoiceLine/Item/Name	Product title
Invoice/InvoiceLine/Item/BuyersitemIdentification/ID	EAN/ISBN
Invoice/InvoiceLine/Item/AdditionalItemProperty/	Net weight total (excluding packaging) Fx Product_netWeight: [weight]