



JYSK SOP

Payment and settlement

Scope

This document describes the procedure for payment and settlement of JYSK Purchasing Orders (POs).

Change-log

Section	Changes
3.2	Documents and details to ausland@JYSK.com is only for deliveries from outside EU.
4.2	EORI numbers added.

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1 General

The following general rules apply for payment and invoicing:

- Invoices must be in English or the language used by the receiver.
- The invoicing address must be the one stated in the purchase order.
- Invoicing must be made in the currency stated in the order.
- One invoice per purchase order number and container.
- Invoicing of insurance and/or freight from the supplier will not be accepted unless this is part of the agreement.
- Freight and customs duty must be invoiced separately – not in the same invoice as the goods.
For non-EU goods: freight and customs must comply with the Incoterms (delivery conditions).
- The payment date for cash discounts is the later of the day JYSK receives a correct invoice or the day JYSK receives the goods according to the stated incoterms.
- Default interest can only be calculated 10 days after the default payment has been presented to the responsible purchasing director.

Regarding Electronic Data Interchange (EDI):

JYSK can arrange the use of EDI with suppliers when economically feasible – Suppliers wishing to use EDI must contact Category Manager.



2 Invoice requirements

Invoices must contain following information:

1. Invoice number (must be unique)
2. Invoice date (issue date)
3. Name, address, VAT number and if applicable store number of JYSK receiver
4. VAT number, name, address and JYSK supplier number of invoicing supplier
5. Contact person of invoicing supplier
6. Terms of delivery
7. Terms of payment, state also L/C number or bank guarantee number
8. Reference to JYSK's purchase order and position number
9. JYSK product number
10. Detailed product text, if applicable for wood items also the botanical name
11. Number of units and number of cardboard boxes for each product number (use the designations of the specific JYSK purchase order). Fabrics must have specification of number of running meters
12. Price per unit and total price
13. Always invoice in the currency of the specific JYSK purchase order
14. If "lots" or "sets" are invoiced the value for the components are to be stated
15. Country of origin
16. Total amount of invoice (with/without VAT), if applicable (L/C or CAD) also the total agent commission
17. Bank account number
18. IBAN no. + SWIFT address
19. For articles having commodity codes starting with 72 and 73 below declaration must be written visibly and in English on the invoice:

"We declare that the products listed on the invoice do not include steel or iron of Russian origin."

Note: a MTC document must also be available in accordance with raw material traceability requirements in [JYSK General Requirements](#).

If JYSK is responsible for the import, the invoice must also contain the following information:

1. Serial number on any export document.
2. For delivery by sea, state the container number.
3. For delivery by air, state the airway bill number.
4. For delivery by road, state the license plate number.
5. Tariff number.
6. Delivery note and CMR consignment note.
7. Material and composition description.
8. Production method. Statement on how the products are made.
(e.g. woven or knitted, handmade or machine made)
9. Spare parts must be stated as "Not for sale, spare parts" on the invoice, the value must be given for the customs purpose.
10. Supplier stamp, signature and date.
11. If an article is a Set/Lot and if the components have different customs code when the custom codes and prices of each component must be stated.
12. If a JYSK Invoice has to be deducted by CAD payment method then the deduction must be made in the following manner:

100% FOB amount USD
Less e.g. 5% agent commission USD

95% FOB amount USD
Less JYSK Invoice no. ...
USD....

Total amount USD....

The supplier must inform his bank which amount is due for the documents and which amount is due his agent (and his bank details).

13. If articles are delivered on pallets then a quantity and type (e.g. IPPC) must be stated in the packing list.
14. REX declaration / invoice declaration in case needed.

3 Invoice and shipping document flow

Depending on the terms of payment and terms of delivery invoices and documents must be sent in accordance with chapters [3.1](#) through [3.3](#).

Note: Setups regarding *Electronic Data Interchange (EDI)* is to be agreed separately – See chapter 0.

3.1 Container DC deliveries

Suppliers must send invoice/documents in accordance with [Table 1](#).

Documents must consist of at least the following (as applicable):

- Commercial Invoice
- Bill of Lading (B/L) / Waybill
- Packing list
- Certificate of Origin (E.g. GSP/REX)
- Fumigation certificate (if applicable)

Terms of payment:		<i>TT / open account</i>	<i>Letter of credit (L/C)</i>	<i>Cash Against Documents (CAD)</i>
Deadline for receival of documents:		<i>At latest 10 days before ETA</i>	<i>At latest 15 days after shipment date</i>	<i>At latest 13 days before ETA</i>
Shipping documentation:		<i>Waybill</i> in accordance with <u>3.1.1</u>	<i>Bill of Lading (B/L)</i> in accordance with <u>3.1.2</u>	
Distribution Center	<ul style="list-style-type: none">• DC Uldum• DC Radomsko• DC Nässjö• DC Bozhurishte• DC Ecser• DC Lelystad	<u>Before first shipment contact:</u> <u>AUX-REMBURS@JYSK.com</u>	Send original documents to the bank	
	<ul style="list-style-type: none">• DC Zarrentin• DC Homberg• DC Kammlach• DC Cheste	<u>Before first shipment contact:</u> <u>ausland@JYSK.com</u>		

Table 1

3.1.1 Seawaybill information

Waybills must have consignee (CNEE) and notify party/parties according to [Table 2](#).

Distribution Center	• DC Uldum	<u>CNEE & Notify Party:</u>	JYSK A/S Lars Larsens Vej 10 7171 Uldum Denmark	
	• DC Radomsko	<u>CNEE & Notify Party:</u>	JYSK Distribution Center ul. Duńska 22 97-500 Radomsko Poland	
	• DC Nässjö	<u>CNEE & Notify Party:</u>	JYSK AB Vallgatan 10 57141 Nässjö Sweden	
	• DC Bozhurishte	<u>CNEE & Notify Party:</u>	JYSK BUL EOOD Distribution Center Lars Larsens Street 1 2227 Bozhurishte Bulgaria	
	• DC Ecser	<u>CNEE & Notify Party:</u>	JYSK Kft. Lars Larsen út 1 2233 Ecser Hungary	
	• DC Lelystad	<u>CNEE & Notify Party:</u>	JYSK BV Buitenhavenweg 40 - 46 8221 RJ Lelystad Netherlands	
	• DC Zarrentin • DC Homberg • DC Kammlach	<u>CNEE:</u>	JYSK SE Stadtweg 2 24976 Handewitt Germany	<u>Notify party:</u> Damco Germany GmbH Johanniswall 7 20095 Hamburg Germany
	• DC Cheste	<u>CNEE:</u>	JYSK DBL IBERIA S.L.U. Calle Alto Gaspar del Haro, 15 46380 Cheste (Valencia) Spain	<u>Notify party:</u> Damco Spain S.L Avenida de Alfahuir 45 46019 Valencia Spain

Table 2 – Consignee and Notify party pr DC

3.1.2 Original Bill of lading information

Bill of Lading (B/L) must be with consignee (CNEE) 'To order' and notify party/parties according to [Table 3](#).

Distribution Center	Notify Party:	
DC Uldum	JYSK A/S c/o Shared Finance Novodvorska 1062/12 142 01 Prag 4 Czech Republic	
DC Radomsko	JYSK Sp. Z o.o. Meteorytowa 13 80-299 Gdańsk Poland	
DC Nässjö	JYSK AB c/o Shared Finance Meteorytowa 13 80-299 Gdańsk Poland	
DC Bozhurishte	JYSK BUL EOOD Lars Larsens Street 1 2227 Bozhurishte Bulgaria BG131470112	
DC Ecser	JYSK Kft. Lars Larsen út 1 HU-2233 Ecser Hungary	
DC Lelystad	JYSK BV Buitenhavenweg 40 - 46 8221 RJ Lelystad Netherlands	
DC Zarrentin	<u>1:</u> JYSK SE Stadtweg 2 24976 Handewitt Germany	<u>2:</u> Damco Germany GmbH Johanniswall 7 20095 Hamburg Germany
DC Homberg		
DC Kammlach		
DC Cheste	<u>1:</u> JYSK DBL IBERIA S.L.U. Calle Alto Gaspar del Haro, 15 46380 Cheste (Valencia) Spain	<u>2:</u> Damco Spain S.L Avenida de Alfahuir 45 46019 Valencia Spain

Table 3 – Notify parties per DC

3.2 Truck DC deliveries

Distribution Center	All terms of payment	
DC Uldum	Send to goodsDK@JYSK.com	
DC Radomsko	Send to FAKTURY@JYSK.com	
DC Nässjö	Send to goodsSE@JYSK.com	
DC Bozhurishte	Send to invoiceBG@JYSK.com	
DC Ecser	Send to financehu@JYSK.com	
DC Lelystad	Send to invoiceNL@JYSK.com	
DC Zarrentin	Send to invoiceJEDC@JYSK.com	If applicable send documents and details to: ausland@JYSK.com Only for deliveries from outside the EU
DC Homburg		
DC Kammlach		
DC Cheste	Send to invoiceES@JYSK.com	

Table 4

3.3 Direct store deliveries

Invoices for goods delivered directly to stores must be forwarded via EDI or as E-Mail (.pdf) to the applicable E-mail in [Table 5](#).

JYSK a/s Denmark	Shared Finance Centre, JYSK Praha	goodsDK@JYSK.com
JYSK AB Sweden	Shared Finance Centre, JYSK Gdansk	invoiceSE@JYSK.com
JYSK AS Norway	Shared Finance Centre, JYSK Gdansk	invoiceNO@JYSK.com
JYSK OY Finland	Shared Finance Centre, JYSK Gdansk	invoiceFI@JYSK.com
JYSK Sp. Z.o.o., Poland	Shared Finance Centre, JYSK Gdansk	invoicePL@JYSK.com
JYSK s.r.o., Czech Republic	Shared Finance Centre, JYSK Praha	goodsCZSK@JYSK.com
JYSK kft, Hungary	Shared Finance Centre, JYSK Budapest	financeHU@JYSK.com
JYSK s.r.o., Slovakia	Shared Finance Centre, JYSK Praha	goodsCZSK@JYSK.com
JYSK BV, Holland	Shared Finance Centre, JYSK Gdansk	invoiceNL@JYSK.com
JYSK Trgovina d.o.o., Slovenia	Shared Finance Centre, JYSK Zagreb	invoiceSI@JYSK.com
JYSK Ltd. United Kingdom	Shared Finance Centre, JYSK Gdansk	invoiceUK@JYSK.com
JYSK d.o.o., Croatia	Shared Finance Centre, JYSK Zagreb	invoiceHR@JYSK.com
JYSK d.o.o., Bosnia	Shared Finance Centre, JYSK Zagreb	invoiceBA@JYSK.com
JYSK d.o.o., Serbia	Shared Finance Centre, JYSK Zagreb	invoiceRS@JYSK.com
JYSK UKRAINE Ltd.	Finance Dept. JYSK Kyiv	financeUA@JYSK.com
JYSK România SRL, Romania	Finance Dept. JYSK Bucuresti	invoiceRO@JYSK.com
JYSK BUL EOOD, Bulgaria	Finance Dept. JYSK Bozhurishte	goodsBG@JYSK.com
JYSK S.A., Greece	Shared Finance Centre, JYSK Budapest	invoiceGR@JYSK.com
JYSK BV, Belgium	Shared Finance Centre, JYSK Gdansk	invoiceBE@JYSK.com
JYSK Ireland Ltd.	Shared Finance Centre, JYSK Gdansk	invoiceIE@JYSK.com
JYSK SE, Germany	Shared Finance Centre, JYSK Handewitt	invoiceDE@JYSK.com
JYSK GmbH, Austria	Shared Finance Centre, JYSK Handewitt	invoice-JYSK_AT@JYSK.at
JYSK GmbH, Switzerland	Shared Finance Centre, JYSK Handewitt	invoice-JYSK_CH@JYSK.ch
JYSK S.A.S.	Finance Dept. JYSK Metz	invoiceFR@JYSK.com
JYSK DBL IBERIA S.L.U., Spain	Finance Dept. JYSK Cheste	invoice-JYSK_ES@JYSK.es
JYSK Italia SRL, Italy	Finance Dept. JYSK Milano	invoice-JYSK_IT@JYSK.it
JYSK LDA, Portugal	Finance Dept. JYSK Cheste	invoice-JYSK_PT@JYSK.pt
JYSK EV, Türkiye	Finance Dept. JYSK Istanbul	invoiceTR@JYSK.com
JYSK Morocco (SAS)	Finance Dept. JYSK Casablanca	invoiceMA@JYSK.com

Table 5

4 Addresses

4.1 National head offices

Addresses and VAT numbers are available on <https://www.jysk.com/jysk-offices>

4.2 Distribution centers

Distribution Center:	Delivery address:	Invoicing/Certificate of Origin address:	Applicant in L/C payment:
DC Uldum	JYSK A/S Lars Larsens Vej 10 DK-7171 Uldum Denmark	JYSK A/S c/o Shared Finance Novodvorska 1062/12 142 01 Prag 4 Czech Republic DK13590400	JYSK A/S Soedalsparken 18 8220 Brabrand Denmark EORI DK13590400
DC Nässjö	JYSK AB Vallgatan 10 S-571 41 Nässjö Sweden	JYSK AB c/o Shared Finance Meteorystowa 13 80-299 Gdańsk Poland SE556425124601	JYSK AB Foretagsvagen 6 23237 Arloev Sweden EORI SE5564251246
DC Radomsko	JYSK Sp. Z o.o. ul. Duńska 22 97-500 Radomsko Poland	JYSK Sp. Z o.o. Meteorystowa 13 80-299 Gdańsk Poland PL5862016763	JYSK Sp. Z o.o. Meteorystowa 13 80-299 Gdańsk Poland EORI PL586201676300000
DC Bozhurishte	JYSK BUL EOOD Distribution Center Lars Larsens Street 1 BG – 2227 Bozhurishte Bulgaria	JYSK BUL EOOD Lars Larsens Street 1 2227 Bozhurishte Bulgaria BG131470112	JYSK BUL EOOD Lars Larsens Street 1 2227 Bozhurishte Bulgaria EORI BGC131470112ZZZZO
DC Ecser	JYSK Kft. Lars Larsen út 1 HU-2233 Ecser Hungary	JYSK Kft. Lars Larsen út 1 HU-2233 Ecser Hungary VAT number for supplier/issuer in EU: HU13353298 Tax number for supplier/issuer outside EU: 13353298-2-44	JYSK Kft. Lars Larsen út 1 HU-2233 Ecser Hungary EORI HU0004411275
DC Lelystad	JYSK BV Buitenhavenweg 40 - 46 8221 RJ Lelystad Netherlands	JYSK B.V. Meander 601 6825 ME Arnhem NL815283726B01	JYSK B.V. Meander 601 6825 ME Arnhem Netherlands EORI NL815283726
DC Zarrentin	JYSK SE Logistikzentrum Zarrentin Bahnhofstraße 38a 19246 Zarrentin Germany	JYSK SE Stadtweg 2 24976 Handewitt Germany DE274827165 Register: HRB 15280 FL	JYSK SE Stadtweg 2 24976 Handewitt Germany EORI DE418892463827589
DC Homberg	JYSK SE Logistikzentrum Homberg Werner-von-Siemens-Straße 4 34576 Homberg/Efze Germany		
DC Kammlach	JYSK SE Logistikzentrum Kammlach Im Gewerbepark Unterallgäu 2 87754 Kammlach Germany		
DC Chestre	JYSK DBL IBERIA S.L.U. Calle Alto Gaspar del Haro, 15 Parque empresarial Circuito de Chestre 46380 Chestre (Valencia). Spain	JYSK DBL IBERIA S.L.U. Calle Alto Gaspar del Haro, 15 46380 Chestre (Valencia). Spain ESB64935604	JYSK DBL IBERIA S.L.U. Calle Alto Gaspar del Haro, 15 46380 Chestre (Valencia). Spain EORI ESB64935604

Table 6



4.3 Store addresses

Addresses are available on [JYSK Addresses](#)

4.4 Finance departments

Finance department	Address:	Contact:
Shared Finance Centre, JYSK Gdansk Poland	ul. Meteorytowa 13 80-299 Gdańsk Poland	Phone: +48 58 5243333
Shared Finance Center JYSK Praha Czech Republic	Novodvorská 1062/12 CZ-142 00 Praha 4 Czech Republic	Phone: +420 724 405 231
Shared Finance Dept. JYSK Zagreb Croatia	Damira Tomljanovica Gavrana 11/6 HR-10020 Zagreb Croatia	Phone: +385 (0)1 5560331 Fax: +385 (0)1 5560332 E-mail: financeJWB@JYSK.com
Finance Dept. JYSK Kyiv Ukraine	Ioanna Pavla II str, 21 01042 Kyiv Ukraine	Phone: +38 044-321-02-70
Finance Dept. JYSK Stockport Britain	1st Floor Biostat House Pepper Road Hazel Grove, SK7 5BW Stockport Britain	Phone: +44 0845 389 3089
Shared Finance Dept. Budapest Hungary	Lars Larsen út 1 HU-2233 Ecser Hungary	Phone: +36 1 434 2600
Finance Dept. JYSK Bucuresti Romania	Bd. Mihail Kogalniceanu, nr.53, etaj 4-5-6 Bucuresti, sector 5, cod postal 050104 Romania	Phone: +40(0) 359 195 801
Finance Dept. JYSK Bozhurishte Bulgaria	Lars Larsens Street 1 BG-2227 Bozhurishte Bulgaria	-

Table 7



5 Settlement

JYSK uses correction notes in all countries to settle disagreements in case of quantity and price differences, excess or short supplies, and the like.

Credit notes must still be forwarded if the legislation demands it.

5.1 Correction note procedure

JYSK draws up a correction note for the agent/supplier and the payment will either be raised or reduced based on this debit note.

The correction note will be e-mailed to the agent/supplier. For JYSK Nordic also with a link to JYSK's claim system.


If it is impossible to adjust the amount of the invoice at payment, for example for CAD/LC payments, the settlement must instead be carried out by JYSK or the agent/supplier, transferring the difference in coverage of the amount owing with the correction note as documentation reference.

The relevant financial department is mentioned on the correction note.

If the agent/supplier disagrees with the correction note, the store or the Distribution Centre in question must be contacted by the agent/supplier to solve the dispute.

If the store has not been contacted within 14 days, the correction note will be regarded as accepted by the agent/supplier.

Settlement must be done within one month from issue of correction note.

		Correction created																
				<table><tr><td>ID</td><td></td></tr><tr><td>Deliverynote id</td><td></td></tr><tr><td>Date created</td><td></td></tr><tr><td>Vendor account number</td><td></td></tr><tr><td>Location</td><td></td></tr><tr><td>Owner</td><td></td></tr></table>			ID		Deliverynote id		Date created		Vendor account number		Location		Owner	
ID																		
Deliverynote id																		
Date created																		
Vendor account number																		
Location																		
Owner																		
Article no.	Description	Difference	JYSK order number	Order item	Amount excl. VAT	Amount incl. VAT												
					VAT 25.0%													
Click here to update the correction																		

Example of a correction note form