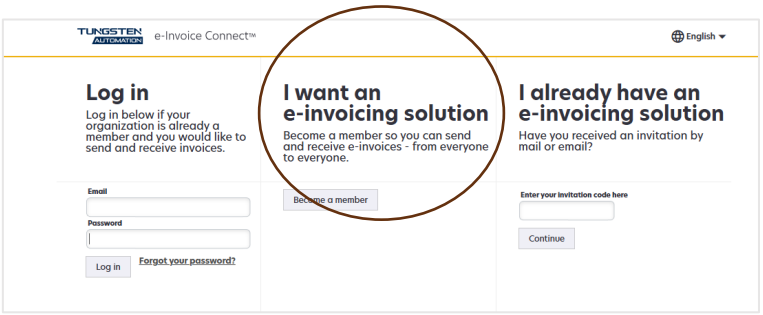
This guide explains how to create a free e-Invoice Connect account and start sending invoices. The product is provided by ScanSolution A/S.

1. Open e-Invoice Connect

Go to e-Invoice Connect.

Click “Join” on the home page.



Once the registration page is open

Under **User information**, first enter your email address and create a password.

Under **Organisation details**, enter your company information.

Under **Use e-Invoice Connect**, select the option for sending invoices.

Tick **Accept sharing data with external registers**.

Select the “Free” subscription.

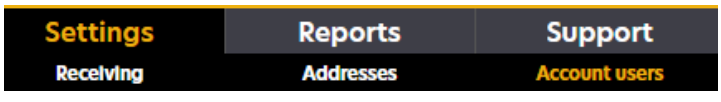
Under **Complete registration**, tick **We accept the terms and conditions**.

Finish by clicking **Done**.

Your account has now been created.

2. Add an additional user

Once you have logged in to your account, go to settings and select **Account users**. Add the specified ScanSolutions account.



Click **Add existing user**, enter the email address and specify whether the person should have the administrator role.

3. Set up invoice sending

To configure how your invoices should be paid, click **Settings** and select **Sending**.



For the account used to send invoices, enter details such as a FIK payment code or IBAN details. These will automatically be added to each invoice when it is created.

Complete the fields in the various sections.

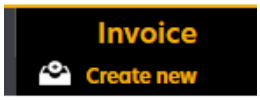
Remember to click **Save** at the bottom.

Changes take approximately one hour to take effect in the underlying system.

You can then start sending invoices.

4. Send invoices

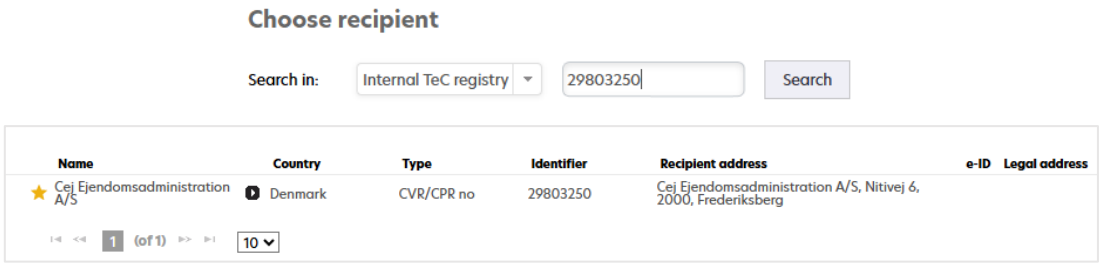
To send invoices, click **Invoice** and then **Create new**.



The first time, you need to find the CVR number (Danish company registration number) of the recipient of the EAN invoice.

Enter CEJ's CVR number, 29803250, and click **Search**.

The search may take a moment. Once the recipient appears, select the star to save the recipient as a favourite for next time.



Now click the recipient and complete the information in the following sections:

- Use the customer's CVR number in the following sections.
- Invoice details: pay particular attention to the Buyer's order number field, which must contain CEJ's property number. Property numbers begin with EJD followed by a sequence of digits, for example EJD3456. See our website for further information.
- Invoice lines: remember to calculate and send using the options at the bottom.