

# GUIDE: HOW TO UPDATE YOUR COMPANY'S INVOICING DETAILS IN RETURPORTALEN

1 Go to <https://returportalen.retur.dk/> and sign in with your email and password.

2 Click on **Indstillinger** (Settings) and pick **Master data** from the menu appearing on the left side.



3 Scroll **down to Fakturaoplysninger** and fill out your information.

**Invoicing information**

Use EAN/GLN for invoicing?  No

Use main e-mail address of company?  No

E-mail address for invoicing\*

Attention

POreference Number

4 Finish by clicking **Save** at the bottom of the page.

Save