

# CVR integration

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# Introduction to F2 CVR Integration

F2 CVR Integration is an add-on module that enables the import and maintenance of address information from the Danish Central Business Register (CVR) to F2's participant register.

This add-on module lets F2 load relevant information about businesses directly into a common database of contacts, i.e. F2's participant register. This means that all F2 users have access to this information which ensures that the correct name, address and other master data are always correct when communicating with businesses or authorities.

## The CVR in F2

In order to integrate the CVR information into F2, a CVR subscription to business information is required. Using a subscription, it is possible to extract business information according to selected criteria. Subsequently this information will be automatically updated regularly with extractions containing the newest information available. This way, participants are automatically updated or created in F2's participant register.

# Using CVR Integration

In order to use CVR integration in F2, the add-on must be installed and a subscription to the Central Business Register must be in place.

## Prerequisites

The CVR integration requires a subscription to the Central Business Register. The subscription is made in cooperation with the Danish Business Authority (Erhvervsstyrelsen).

Contact cBrain for more information about setting up the CVR Integration add-on module.

## Finding a business in F2

When the CVR integration prerequisites have been met and the add-on set up, the selected business information is available via the “External participant” node in F2’s participant register.

To find an external participant, switch to the contacts view in the main window. This is done by clicking the **Contact registry** icon on the navigation line above the search lists, or by using the shortcut **Ctrl+K**.

Select the “External participant” node to view your organisation’s external participants.

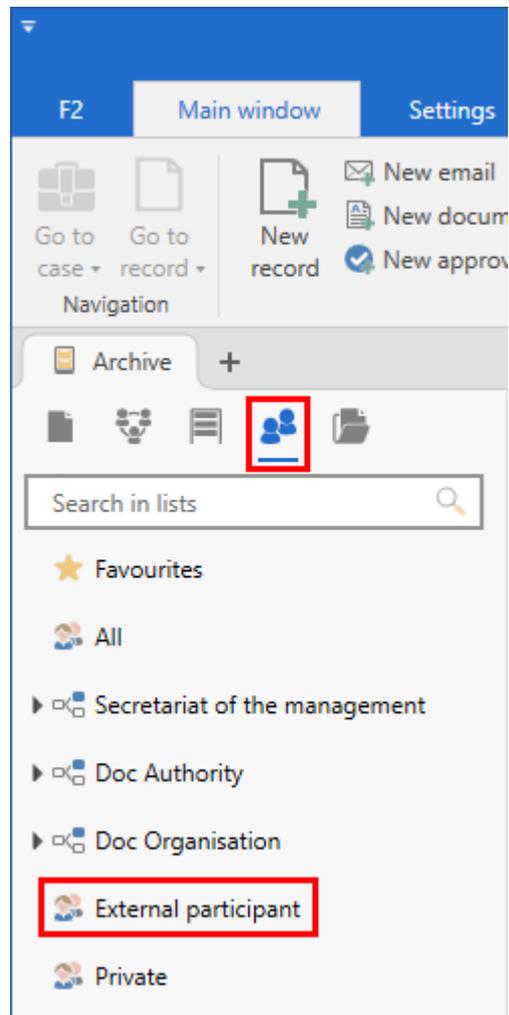


Figure 1. The “External participant” node in the participant register

Participants created via the CVR integration are placed in the “CVR” node, which is a child of the “External participant” node in the participant register. The “CVR” node contains the organisation’s external contacts sorted by industrial classification code as shown below.

Click on an **industrial classification code** to display businesses with a CVR number related to that code.

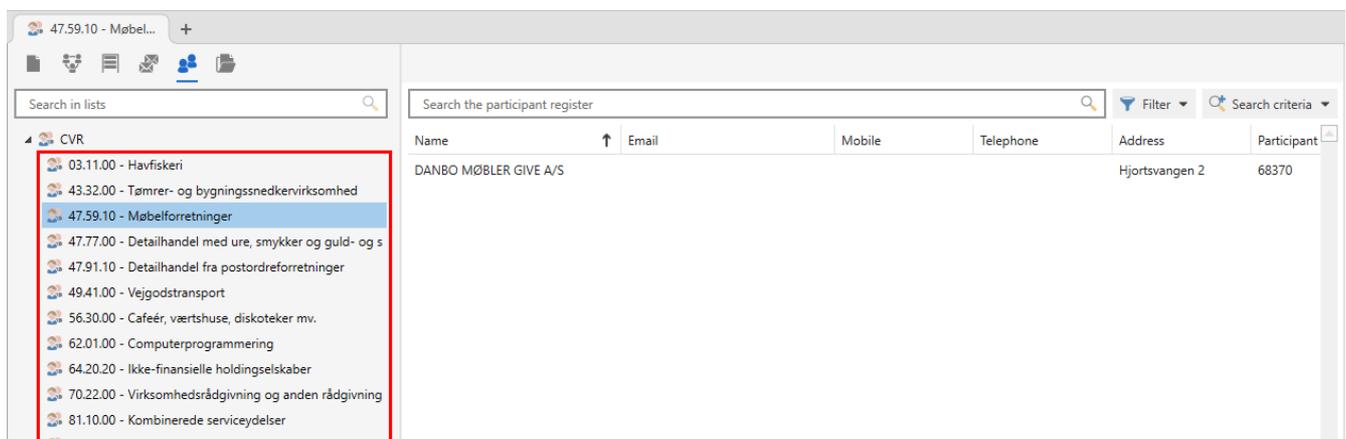


Figure 2. External participants created with CVR integration

Right-click on a participant and select **Properties** in the context menu to see further information about the participant.

The dialogue “[Participant name]” contains the participant information across the tabs “General”, “Identification”, and “Other”. The fields selected when the CVR subscription was created are filled in with up-to-date information from the Central Business Register.

On the “Identification” tab, the date and time for the last update from the CVR is displayed.

The figure shows three sequential screenshots of a software interface for managing participant information. Each window is titled 'cBrain A/S' and has three tabs: 'General', 'Identification', and 'Other'.  
1. The first screenshot shows the 'General' tab. It features a circular profile picture with the initials 'CA' and the text 'External participant'. Below this are several input fields for 'Name' (filled with 'cBrain A/S'), 'Email', 'Phone', 'Mobile', 'Address 1' (filled with 'Dampfærgevej 30'), 'Address 2', 'Postal code' (filled with '2100'), 'City' (filled with 'København Ø'), and 'Country code' (filled with 'DK'). At the bottom are 'Save' and 'Cancel' buttons.  
2. The second screenshot shows the 'Identification' tab. It contains fields for 'SSN/CVR No.' (filled with '24233359'), 'CVR P', and 'External ID' (filled with 'CVR\_24233359'). There are buttons for 'Update from CPR' and 'Find CPR number', and a timestamp 'Updated: 22-01-2022 11:24'. A link 'Open in external system' is visible below the External ID field. An 'OK' button is at the bottom.  
3. The third screenshot shows the 'Other' tab. It includes fields for 'Participant' (filled with 'Ekstern part/CVR/62.01.00 - Computerprogrammeri...'), 'Participant No.' (filled with '68548'), 'Replaced by', 'Home page', 'Web address', 'Additional contact information' (with sub-fields for 'Local No.', 'Fax', 'Contact person', and 'Postage group'), and 'Access limitation on Participant' (with a 'Unit' field and an 'Access restricted' checkbox). An 'OK' button is at the bottom.

Figure 3. The “[Participant name]” dialogue

## CVR integration and records

CVR integration can be used to attach a participant to a record. This makes collecting information on a record’s participants easier and ensures that the information corresponds to what is listed in the Central Business Register. This function is useful when merging information during case work or when sending correspondence.

It is possible to automatically merge information with documents by using the [F2 Merge codes](#) add-on to add businesses as participants on records and cases. The merge codes help ensure that e.g. the contact details of a business are free from typos and other errors.

Businesses in F2’s participant register can also be added as recipients for deliveries via [Digital Post](#), [e-Boks](#), and remote printing ([documentation available in Danish](#)). As with merge codes, the integration with the CVR ensures that F2’s participant register is always up to date with the latest information on the recipients.