



How to invoice guide Kongsberg Discovery AS

Invoice Requirements

To ensure prompt payment and to prevent delay we request that invoices match the PO value and the following guidelines.

- Preferable delivery method where possible should be E-invoice - EHF (see guidelines below).
- One Invoice including attachment per PDF.
- One invoice per PO.
- File size not to exceed 30 pages or 5mb.
- Multiple invoices up to 5mb in total can be sent in one email, one invoice per PDF.

Fields to be included:

- Invoice number.
- Invoice Date and Due date / Payment terms in line with contract.
- Invoice Currency (Where invoice is raised in a currency different to home currency, the VAT amount charged must be stated in the home currency.)
- Bank account details and IBAN if required.
- All invoices must include PO, Project, Service Order nr or name of contact person.
- Full name and address of the supplier including their VAT number.
- Full name and address of purchasing entity and its VAT number (where required).
- VAT rate(s) applied and VAT amount due for each rate
- Full details of what is being sold, with line level details matching the Purchase order.
- Full details of delivery address.

As invoices are to be read electronically it is important that the font is clearly readable. Be aware that invoices on colored paper might be difficult to read electronically.

Missing any of the above information could cause late payment, or the invoice being returned.

Kongsberg Discovery AS will not accept interest or financial charges related to incorrect invoicing information.

Where to send invoice

All invoices are to be addressed to the correct company name and site address

Company	How to invoice or queries
Kongsberg Discovery AS	E-invoice - EHF: 930770426 PDF Invoice and queries to: KD.payable@kd.kongsberg.com Purchase orders starting with 125-XXXXXXX or 125-J