

# How to invoice guide Kongsberg Maritime

## Invoice Requirements

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

- Preferable delivery method where possible should be 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 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 that applied to the VAT reporting, the VAT amount charged must be stated in the relevant 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 and their VAT number
- Full name and address of purchasing entity and its VAT number (where required)
- Full details of what is being invoiced.
- Full details of delivery address.
- VAT rate(s) applied and VAT amount due for each rate

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 information could cause late payment, or the invoice being returned.

**Kongsberg Maritime 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	Site	How to invoice or queries
Kongsberg Maritime AS	Strandpromenaden Bekkajordet Grilstad Kongsberg / Carpus Hjørungavåg - Ship Design	EHF: 979750730 PDF Invoice to: <a href="mailto:Km.finance@km.kongsberg.com">Km.finance@km.kongsberg.com</a> Purchase orders starting with 001-XXXXXXX
Kongsberg Maritime AS	Brattvåg Deck Machinery	EHF: 971710276 PDF Invoice to: <a href="mailto:ssc.ap.deckmachinery@km.kongsberg.com">ssc.ap.deckmachinery@km.kongsberg.com</a> Purchase orders starting with either BR, POID or 101-J
Kongsberg Maritime AS	Longva / Godvik Automation & Control	EHF: 973172751 PDF Invoice to: <a href="mailto:ssc.ap.automation@km.kongsberg.com">ssc.ap.automation@km.kongsberg.com</a> Purchase orders starting with either LO, GO, POID or 102-J
Kongsberg Maritime AS	Ulsteinvik Propulsion	EHF: 973172115 PDF Invoice to: <a href="mailto:ssc.ap.propulsion@km.kongsberg.com">ssc.ap.propulsion@km.kongsberg.com</a> Purchase orders starting with either UL, POID or 103-J
Kongsberg Maritime AS	Hagavik Steering Gear	Merged into Brattvåg from 01.01.2021
Kongsberg Maritime AS	Ålesund Head Office	EHF: 971815841 PDF Invoice to: <a href="mailto:ssc.ap.headoffice@km.kongsberg.com">ssc.ap.headoffice@km.kongsberg.com</a> Purchase orders starting with either POID or 112-J
Kongsberg Maritime AS	Engines Bergen	EHF: 916503636 PDF Invoice to: <a href="mailto:ssc.ap.121enginesbergen@km.kongsberg.com">ssc.ap.121enginesbergen@km.kongsberg.com</a> Purchase orders starting with either RE, POID or 121-J
Kongsberg Maritime AB	Kristinehamn	EHF: 556035-5009 PDF Invoice to: <a href="mailto:ssc.ap.kristinehamn@km.kongsberg.com">ssc.ap.kristinehamn@km.kongsberg.com</a> Purchase orders starting with either KR, POID or 131-J
Kongsberg Maritime OY	Rauma, Kokkola	EHF: 003710076287151 - EXPSYS PDF Invoice to: <a href="mailto:rauma.invoices@km.kongsberg.com">rauma.invoices@km.kongsberg.com</a> Purchase orders starting with either RA, RB, KO, BU, POID or 151-J