



# How to invoice guide Kongsberg Maritime 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 Maritime 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	Site	How to invoice or queries
Kongsberg Maritime AS	Strandpromenaden Bekkajordet Grilstad Kongsberg / Carpus Hjørungavåg - Ship Design	E-invoice - 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 or 001-J
Kongsberg Maritime AS	Brattvåg Deck Machinery	E-invoice - 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 or 101-J
Kongsberg Maritime AS	Longva / Godvik Automation & Control	E-invoice - 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 or 102-J
Kongsberg Maritime AS	Ulsteinvik Propulsion	E-invoice - 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 or 103-J
Kongsberg Maritime AS	Hagavik Steering Gear	Merged into Brattvåg from 01.01.2021
Kongsberg Maritime AS	Ålesund Head Office	Closed 01.01.2022
Kongsberg Maritime AS	Engines Bergen	E-invoice - 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 Sweden AB	Kristinehamn	E-invoice - EHF: 5560355009 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 or 131-J
Kongsberg Maritime Finland OY	Rauma Kokkola	E Address: 003710076287151 Service ID: EXPSYS PDF Invoice to: <a href="mailto:rauma.invoices@km.kongsberg.com">rauma.invoices@km.kongsberg.com</a> <a href="mailto:invoice.kokkola@km.kongsberg.com">invoice.kokkola@km.kongsberg.com</a> Purchase orders starting with either KO, RA, RB or 151-J
Kongsberg Digital AS		E-invoice - EHF: 916981880 PDF Invoice to: <a href="mailto:kdi.finance@kdi.kongsberg.com">kdi.finance@kdi.kongsberg.com</a> Purchase orders starting with 010-XXXXXXX or 010-J
Kongsberg Gruppen ASA		E-invoice - EHF: 943753709 PDF Invoice to: <a href="mailto:kog.faktura@kog.kongsberg.com">kog.faktura@kog.kongsberg.com</a> Purchase orders starting with 011-XXXXXXX or 011-J