



KONGSBERG

## How to invoice Kongsberg Defence & Aerospace AS

Dear supplier,

This document has been sent to you as you are registered in our system as a supplier of goods or services.

To ensure prompt payment to our suppliers, we have established this guideline on how to invoice Kongsberg Defence & Aerospace (KDA) listing required content in an invoice and required delivery method.

If goods or services have already been provided to KDA, and you have not received a Purchase Order (PO), please reach out to your KDA contact person who gave the original instruction to supply the goods/services and ask them to provide a valid PO number.

Any invoices which are received without a valid PO number or valid reference (see below) issued by KDA, supplier invoice will be returned.

Unless previously agreed with KDA, our payment terms are 60 days.

### Invoice Requirements

To ensure prompt payment and to prevent delay we require that the invoice match the PO value and the following guidelines;

- Invoice delivery shall be electronically; E-invoice – EHF/PEPPOL
  - Display view of both invoice and attachments
- If an E-invoice cannot be provided, a PDF invoice shall be sent by e-mail
  - The e-mail shall only include one PDF- file, with the invoice and supporting documents, if any, combined.
  - File size not to exceed 30 pages of 5mb
- One PO reference per invoice

### Fields required 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 your company’s national currency, the VAT/TAX amount charged must be stated in your national currency)
- Bank account details and IBAN if required
- All invoices shall include a reference;
  - Preferable a PO number
  - If a PO number cannot be provided, reference to a KDA contact person by full name can be accepted
- Full name and address of the supplier including their VAT/TAX number
- Full name and address of purchasing entity and its VAT/TAX number (where required)
- VAT/TAX rate(s) applied and amount for each rate
- Full details of what being sold (with line level details matching the PO)
- Full details of delivery address according to agreed incoterms

All invoices are to be read electronically; it is important that the font is clearly readable.

Missing any of the required information will cause the invoice to be returned.

Kongsberg Defence and Aerospace will not accept interest or financial charges related to incorrect invoicing information.

Please make sure that you as a supplier always ask KDA to initiate a Purchase Order as soon as we request you to work for or deliver to us and ensure that you have got or will get a PO from KDA before sending future invoices.

All invoices must be addressed to the correct company name:

<b>Company</b>	<b>How to invoice or queries</b>
Kongsberg Defence & Aerospace AS	E-invoice – EHF/PEPPOL: 978614582 PDF Invoice to: kda.faktura@kongsberg.com
Kongsberg Norcontrol AS	E-invoice – EHF/PEPPOL: 980207285 PDF Invoice to: kda.faktura@kongsberg.com
Kongsberg Naval Services AS	E-invoice – EHF/PEPPOL: 930103608 PDF Invoice to: kda.faktura@kongsberg.com

Best regards,



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Audun Abrahamsen  
Vice President Global Supply Chain



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Marius Hartmann Dietrichson  
VP Accounting & Payroll