KONGSBERG

How to invoice KONGSBERG

Dear supplier,

To ensure prompt payment to our suppliers, we have established this guideline on how to invoice the different legal entities in KONGSBERG listing required content in an invoice and required delivery method. Kindly comply with all requirements for invoicing KONGSERG.

If goods or services have already been provided to KONGSBERG, and you have not received a Purchase Order (PO), please reach out to your KONGSBERG 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 KONGSBERG, supplier invoice will be returned.

Unless previously agreed with KONGSBERG, 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 KONGSBERG 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 will not accept interest or financial charges related to incorrect invoicing information.

Please make sure that you as a supplier always ask KONGSBERG 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 KONGSBERG before sending future invoices.

All invoices must be addressed to the correct company name:

Company	How to invoice or queries
Kongsberg Defence & Aerospace AS	E-invoice – EHF/PEPPOL: 978614582 PDF Invoice to: kda.invoice@kongsberg.com
Kongsberg Discovery AS	Kd.payable@kd.kongsberg.com E-invoice EHF/PEPPOL: 930770426
Kongsberg Norcontrol AS	E-invoice – EHF/PEPPOL: 980207285 PDF Invoice to: knc.invoice@kongsberg.com
Kongsberg Naval Services AS	E-invoice – EHF/PEPPOL: 930103608 PDF Invoice to: kns.invoice@kongsberg.com
Kongsberg Defence Communications AS	E-invoice – EHF/PEPPOL: 935273625 PDF Invoice to: kdc.invoice@kongsberg.com
KTA Naval Systems AS	PDF Invoice to: kta.invoices@kta-naval-systems.com
Kongsberg Discovery AS avd. Seatex	Kd.seatex@kd.kongsberg.com E-invoice – EHF/PEPPOL: 973403001

Kongsberg Defence & Aerospace Inc.	E-invoice: vendor.invoice@kdaus.kongsberg.com
Kongsberg Defence Australia Pty. Ltd.	E-invoice: kdaufinance@kongsberg.com
Kongsberg Discovery UK Ltd.	PDF Invoice to: kd.accounts.uk@kd.kongsberg.com
Kongsberg Discovery Spain S.L.U.	E-invoice – EHF/PEPPOL: B53026357
Kongsberg Discovery US LLC	PDF Invoice to: KD.AP.Lynnwood@kd.kongsberg.com
Kongsberg Discovery Canada Ltd	PDF Invoice to: payables.vancouver@kd.kongsberg.com
Kongsberg Discovery Pte. Ltd.	PDF Invoice to: kd.singapore.accounts@kd.kongsberg.com
Kongsberg Discovery Malaysia Sdn. Bhd.	E-invoice – EHF/PEPPOL: (201101027511)955646-K
Kongsberg Gruppen ASA	E-invoice – EHF/PEPPOL: 943753709 kog.faktura@kog.kongsberg.com

Best regards,

Marius Hartmann Dietrichson (Aug 27, 2026 21:26:15 GMT+2)
Marius Hartmann Dietrichson
Vice President Shared Services & Business Intelligence

Audun Abrahamsen
Vice President KDA Global Supply Chain