

**Governing document**

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**General invoice requirements to suppliers****Doc. No.: 01-S-FIA062E****Rev. : 01****Date : 24.09.2018****Page : 1 of 4**

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Part of: **Kvaerner Accounting**  
Specification owner: **VP Finance**  
Approved by: **Marianne Holsing**  
Made by/revised by: **Stine Horneland & Sjur M. Hopland**

**Purpose**

The objective of this specification is to define Kvaerner general requirements related to Seller's submission of invoices.

**Scope**

This document is applicable for all procurements made by Buyer.

The Document Owner shall ensure that the content is up to date, available and implemented in the organisation. Any deviation from this document is subject to Document Owner's approval.

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### 1 Introduction

Seller shall follow these requirements to facilitate a more efficient invoice handling process and to avoid delayed payment.

If any mandatory invoice reference information is missing, the invoice will be returned.

Buyer strongly encourages Seller to make use of E-invoicing. If this is not possible, invoices should be sent by e-mail. Paper invoices by post is only allowed for very small suppliers or if required by local regulations.

### 2 Invoice content requirements

All invoices must contain following information:

- a) Contact **reference person** in Kvaerner;
- b) Correct **legal company** name and invoice address;
- c) One of the following internal **reference number** provided by Kvaerner:
  - i. Purchase Order (PO) number;
  - ii. Project Code, WBS, or other reference;
- d) Other information:
  - i. Supplier bank details;
  - ii. Invoice date, invoice number;
  - iii. Due date;
  - iv. Net amount, VAT amount and total amount;
  - v. Invoice currency;
  - vi. VAT no /organization number if applicable;
  - vii. VAT amounts must be specified in NOK (or currency rate used) if invoicing in foreign currency form a Norwegian vendor
- e) All invoices and supporting documentation (company letters, email text, attachments etc.) should be written in English.

### 3 Invoice formats

All invoices shall be issued in one of the following formats:

#### E-invoice

- Buyer's service provider is Pagero.
- Seller is encouraged to use e-invoicing (EHF/E2B), see <https://www.pagero.no/project-pages/begynn-a-sende-e-fakturaer-til-akastor-aker-solutions-og-kvaerner/>
- Please also refer to the list of companies that can receive e-invoices included in the web page above.
- Note that when you are sending e-invoices, your front page from your system and attachments must be included as pdf-documents when sending to Pagero.

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#### Email

Send PDF by email to Buyer's Centre for Vendor Invoice:  
[invoice.no@cognizantog.com](mailto:invoice.no@cognizantog.com)

One PDF file per invoice; formal invoice front page with supporting documents. If there are a variety of document types – it must be merged through a PDF converter tool before sending

#### Print/paper

Invoices sent by physical post should be sent to Buyer's invoice address as prescribed in the contract/order.

Note: All invoices to Kværner AS shall be sent to:

Kværner AS  
 PO Box 2015  
 5409 Stord  
 Norway

## 4 Buyer's contact persons

#### *E-invoice*

Pauline Venners, SAP Advisor, SAP Finance  
 e-mail: [pauline.venners@cognizantog.com](mailto:pauline.venners@cognizantog.com)  
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#### *Other questions to the above*

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## 5 Definitions

N/A	
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## 6 Attachments

Document No.	Title
N/A	

## 7 Revisions description

Rev. No.	Section number	Change description
01		First issue

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**8 References**

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