

Attachment: Request for electronic invoice

Agder Energi Nett only accepts electronic invoices.

What is an electronic invoice?

- An electronic invoice is an invoice transferred electronically from seller to buyer without manual processing in the transfer
- Norway has a standard format for electronic invoices which is based on the European Peppol standard. In Norway the format is called Electronic Trade Format – EHF.
- Transfer of invoice files must take place via an access point. An access point is a notification system which has an agreement relating to delivery of documents in a structured format to other access points.

You may already start sending invoices to our companies by one of the following methods:

1. EHF - Electronic Trade format (based on Peppol standard)

For more info see <http://www.anskaffelser.no/hvordan-komme-i-gang-kjoper/komme-i-gang-med-ehf/send-faktura-som-leverandor> .

You don't have to send test invoice before starting to send invoices, but be aware of our demands for correct invoices. Invoices that don't fulfil our demands will be rejected.

2. Send invoice as PDF attached to an email

If you are not able to use EHF, you can send invoices as a PDF file attached to an email. The address is faktura.support@ae.no

Reference on the invoice

The following alternatives must be stated on the invoice as a reference:

1. **Your reference:** Employee number of the person who has made the order/service. If you have an order reference (2), then use the name of Our reference given in the purchase order.

This reference has to be filled out.

EHF reference: AccountingCustomerParty/Party/Contact/ID

2. **Order reference:** Are used when you have received an order from our purchasing system. Shall be filled out when it refers to an order.

EHF referanse: OrderReference/ID

3. **Contract number:** Only to be used if the customer claims this number on the invoice.

EHF referanse: ContractDocument/ID

Other requests to the invoice

In Our standard contract agreements we have 30 days payment conditions. If nothing else is agreed upon, we expect that the invoice is accordance to this. Freight and other shipping fees must be agreed upon before sending invoices to us. Our standard agreements are INCOTERMS 2010 – DDP (free shipment). We don't accept invoice fees.

Invoices that don't satisfy these requirements will be rejected.

If you have any questions, please send an email to faktura.support@ae.no