

How to invoice guide

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 coloured paper might be difficult to read electronically.

Missing any of the above information could cause late payment, or the invoice being returned.

Kongsberg Maritime will not accept interest or financial charges related to incorrect invoicing information.

Where to send invoice

Preferable delivery method is E-invoice via Peppol network or EDI- operator.

See list over all Peppol Certified Service Provider: [Peppol Certified Service Providers - OpenPeppol](#)

Company	Site	How to invoice or queries
Kongsberg Maritime AS	Strandpromenaden Bekkajordet Grilstad Kongsberg - Carpus Ship Design	Peppol identifier: 0192: 979750730 E-invoice - EHF: 979750730 Purchase orders starting with 001- or 001-J Queries and statements: km.finance@km.kongsberg.com
Kongsberg Maritime AS	Brattvåg Deck Machinery	Peppol identifier: 0192: 971710276 E-invoice - EHF: 971710276 Queries and statements: ssc.ap.deckmachinery@km.kongsberg.com Purchase orders starting with either BR or 101-J
Kongsberg Maritime AS	Longva / Godvik Automation & Control	Peppol identifier: 0192: 973172751 E-invoice - EHF: 973172751 Queries and statements: ssc.ap.automation@km.kongsberg.com Purchase orders starting with either LO, GO or 102-J
Kongsberg Maritime AS	Ulsteinvik Propulsion	Peppol identifier: 0192:973172115 E-invoice - EHF: 973172115 Queries and statements: ssc.ap.propulsion@km.kongsberg.com Purchase orders starting with either UL or 103-J
Kongsberg Maritime Sweden AB	Kristinehamn	Peppol identifier: 0007: 5560355009 E-invoice: 5560355009 Queries and statements: ssc.ap.kristinehamn@km.kongsberg.com Purchase orders starting with either KR or 131-J
Kongsberg Maritime Finland OY	Rauma Kokkola	Peppol identifier: 0216: 003710076287151 E- Invoice (verkkolaskuosoite): 003710076287151 Operator ID Apex (välittäjä tunnus): 003723327487 (or 00372332748700001) Queries and statements: rauma.invoices@km.kongsberg.com Purchase orders starting with either KO, RA, RB or 151-J
Kongsberg Maritime CM Sp. z o.o.	Gniew Gdynia Krakow	Invoices – e.invoices@km.kongsberg.com Purchase orders starting with either GN or 171-J