**Invoicing requirements and methods**

**General requirements**

OKEA aims to have an effective invoicing process that enables payment on time. The following requirements apply for all invoices:

* In compliance with general documentation requirements in Norwegian Bookkeeping Legislation
* Reference to Purchase Order number (PO)
* Name of contact person in OKEA
* Only one currency per invoice

Invoices that do not meet these requirements will be returned.

**Methods for invoicing**

The preferred method of invoicing is electronic invoice in EHF-format. Please ensure to send the EHF-invoice to the correct entity/organizational number, as specified on PO:

* + OKEA AS 915 419 062
  + OKEA - PL093 Draugen 921 788 932
  + OKEA - PL038D Grevling 921 788 188
  + OKEA – PL958 Draugen East 922 575 940

An alternative method of invoicing is pdf-files sent by e-mail. For efficient processing, we require separate e-mail addresses for different entity/organizational number. Furthermore, use of separate e-mail addresses for invoices in NOK vs. other currencies is required in line with specifications in the table below:

|  |  |  |
| --- | --- | --- |
| **Entity** | **Invoices in NOK** | **Invoices in other currencies** |
| OKEA AS | [faktura@okea.no](mailto:faktura@okea.no) | [Invoice@okea.no](mailto:Invoice@okea.no) |
| PL093 Draugen | [draugenfaktura@okea.no](mailto:draugenfaktura@okea.no) | [draugeninvoice@okea.no](mailto:draugeninvoice@okea.no) |
| PL038D Grevling | [PL0038Dfaktura@okea.no](mailto:PL0038Dfaktura@okea.no) | [PL0038Dinvoice@okea.no](mailto:PL0038Dinvoice@okea.no) |
| PL958 Draugen East | [PL0958faktura@okea.no](mailto:PL0958faktura@okea.no) | [PL0958invoice@okea.no](mailto:PL0958invoice@okea.no) |
| PL158 Hasselmus | [PL0158faktura@okea.no](mailto:PL0158faktura@okea.no) |  |

It is required to have:

* only one invoice per pdf-file, including attachments
* only one invoice per e-mail

Please note that the e-mail addresses above are only meant for invoices. Questions regarding invoices must be sent to:

[invoicequestions@okea.no](mailto:invoicequestions@okea.no)