

## 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 ASA 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 ASA	<a href="mailto:faktura@okea.no">faktura@okea.no</a>	<a href="mailto:Invoice@okea.no">Invoice@okea.no</a>
PL093 Draugen	<a href="mailto:draugenfaktura@okea.no">draugenfaktura@okea.no</a>	<a href="mailto:draugeninvoice@okea.no">draugeninvoice@okea.no</a>
PL038D Grevling	<a href="mailto:PL0038Dfaktura@okea.no">PL0038Dfaktura@okea.no</a>	<a href="mailto:PL0038Dinvoice@okea.no">PL0038Dinvoice@okea.no</a>
PL958 Draugen East	<a href="mailto:PL0958faktura@okea.no">PL0958faktura@okea.no</a>	<a href="mailto:PL0958invoice@okea.no">PL0958invoice@okea.no</a>
PL158 Hasselmus	<a href="mailto:PL0158faktura@okea.no">PL0158faktura@okea.no</a>	

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)