

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 921 788 118
- OKEA – PL958 Draugen East 922 575 940

An alternative method of invoicing is pdf-files sent by e-mail to faktura@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