

# Instructions for invoicing to Felleskjøpet Agri SA

## Table of contents

1. PURPOSE .....	3
2. INFORMATION AND BASIC REQUIREMENTS FOR THE SUPPLIER PRIOR TO INVOICING .....	3
3. SUPPLIER REGISTRATION AND APPROVAL .....	3
4. PURCHASE ORDER, AGREEMENT NUMBER AND REFERENCE .....	3
5. INVOICE FORMAT.....	3
6. CREDIT NOTE.....	4
7. REQUIREMENTS FOR INVOICE CONTENT .....	4
8. PROCURMENT OF PROJECTS AND SERVICES .....	6
9. QUESTIONS AND SUPPORT .....	6

### **Introduction**

The document Instructions for invoicing to Felleskjøpet Agri SA (VAT- nummer: 911 608 103) is an attachment to, and an integrated part of, the document Purchasing terms and conditions for Felleskjøpet Agri. The provisions apply to all types of procurement in Felleskjøpet Agri.

As part of its contractual obligations towards Felleskjøpet Agri, the supplier is responsible for being informed of the supplier's obligations and Felleskjøpet Agri's requirements. If a supplier does not satisfy the requirements for invoicing, the supplier risks the invoice being rejected.

## 1. PURPOSE

This document contains instructions on how to submit invoices that correspond with Felleskjøpet Agri's requirements for receipt. Compliance with the instructions enables efficient invoice processing and timely payments.

## 2. INFORMATION AND BASIC REQUIREMENTS FOR THE SUPPLIER PRIOR TO INVOICING

In order for Felleskjøpet Agri to receive and process an invoice, the supplier must be a registered and approved supplier in Felleskjøpet Agri's supplier register. Invoice from a supplier that is not registered in accordance with the requirements or that contains incorrect information (cf. the Accounting Act) cannot be processed and will be rejected.

For an invoice to be processed fast and efficiently, the invoice must contain correct information related to the delivery and Felleskjøpet Agri's basic requirements, which are:

- 2.1. Registered and **approved supplier** at Felleskjøpet Agri, in accordance with requirements for this.
- 2.2. Received **purchase order** (format "DKXXXXXX" or "00XXXXXXXXXX" where X is a number) or agreement number from Felleskjøpet Agri with the supplier. If you have not received a purchase order or **agreement number** from Felleskjøpet Agri, this must be confirmed in writing with Felleskjøpet Agri.
- 2.3. The e-mail address of the contact person in Felleskjøpet Agri in the **reference field**.
- 2.4. **Order confirmation** from supplier.
- 2.5. Standard payment terms are net per 60 days from invoice date.

## 3. SUPPLIER REGISTRATION AND APPROVAL

Felleskjøpet Agri has a defined internal process for how to go about becoming a registered supplier with Felleskjøpet Agri. It is the orderer's responsibility to inform the supplier of what is required in this context and to help ensure that this is taken care of before the supplier can send an invoice to Felleskjøpet Agri. If you are a new supplier at Felleskjøpet Agri, it is important that you make sure that this is done in advance of your delivery.

## 4. PURCHASE ORDER, AGREEMENT NUMBER AND REFERENCE

Felleskjøpet Agri must send a written purchase order/order to the supplier who sends order confirmation back to Felleskjøpet Agri, verbal order or change of order is not a valid order. If the joint purchase has a subscription agreement or similar agreement for delivery (not applicable for goods for resale), the agreement number is used. As a general rule, an invoice must always either have a valid order number or agreement number. When invoicing to Felleskjøpet Agri, the purchase order or agreement number must be in a separate invoice field (see below). There must only be an order number (format "DKXXXXXX" or "00XXXXXXXXXX" where X is a digit) or agreement number in this field, and nothing else. NB! There must only be one order number per invoice, combined invoices are not possible and will be rejected.

Furthermore, Felleskjøpet Agri also requires that all invoices be marked with a reference. The e-mail address of the contact person/orderer in Felleskjøpet Agri must be in the reference field.

Invoices that are not in accordance with the purchase order or agreement that has been approved in advance by a purchasing manager from Felleskjøpet Agri will be rejected.

## 5. INVOICE FORMAT

Felleskjøpet Agri bases its processing of invoices on automation and therefore requires that invoices be submitted in EDI or EHF formats. In exceptional cases, it may be agreed that invoices can be submitted as PDF documents to the e-mail address [levfak@felleskjopet.no](mailto:levfak@felleskjopet.no) Paper invoices are not accepted.

Felleskjøpet Agri does not accept aggregate invoices or invoicing of several purchase orders in a single invoice.

The invoice shall have the necessary attachments in order to document what has been sold.

## 6. CREDIT NOTE

When crediting Felleskjøpet Agri, the entire invoice must be credited and a new, correct invoice must be issued. The credit note must refer to the purchase order and invoice number that is credited as well as the contact person in Felleskjøpet Agri who has requested the credit note. The purchase order number must always be entered in the order number field. If you have received an agreement number for complaints/returns, this must be used in a separate field, you must still refer to the purchase order and invoice that are credited.

## 7. REQUIREMENTS FOR INVOICE CONTENT

Field	Field name <a href="#">EHF (3.0)</a>	Description
Fakturatype	Invoice/Creditnote	It must be clearly stated in bold text whether the document is an invoice or a credit note
Invoice date	IssueDate	Date of issuance of invoice
Due date	DueDate	In accordance with purchase agreement
Invoice number	ID	Machined
The supplier's VAT number *	AccountingSupplierParty/ PartyTaxScheme/ CompanyID	The supplier's VAT number must correspond with what is registered with Felleskjøpet Agri and the purchase agreement, as well as with the Register of Business Enterprises
The supplier's name*	AccountingSupplierParty/ PartyName	The supplier's legal name must correspond with what is registered with Felleskjøpet Agri and the purchase agreement, as well as with the Register of Business Enterprises
The supplier's address*	AccountingSupplierParty/ PostalAddress/ ..Streetname ..CityName ..PostalZone ..Country/IdentificationCode	The supplier's address must correspond with what is registered with Felleskjøpet Agri
The supplier's contact person	AccountingSupplierParty/ Contact/ ..Name ..Telephone ..ElectronicMail	Full name, phone number with country code and e-mail address
The supplier's bank account number(s) for receipt of payments*	PaymentMeans/ PayeeFinancialAccount/ID	Bank account (IBAN) that must correspond with what is registered with Felleskjøpet Agri
Felleskjøpet's name and address (invoice recipient)	AccountingCustomerParty/ PostalAddress/ ..Streetname ..CityName ..PostalZone ..Country/IdentificationCode	Correct name and address for Felleskjøpet Agri. Information is provided on the purchase order
Delivery address (Recipient of products), name and address	Delivery/DeliveryLocation IAddress/ ..Streetname ..AdditionalStreetName ..CityName ..PostalZone ..Country/IdentificationCode	The recipient's name and address, information is provided in the purchase order

Field	Field name <a href="#">EHF (3.0)</a>	Description
Purchase order number	cac:OrderReference/ID	Purchase order number as stated in the purchase order.
Agreement number	cac:ContractDocumentReference/ID	Agreement number, only relevant if you have not received a purchase order number. As a general rule, the Purchase order number or Agreement number must always be used.
Reference	cbc:BuyerReference	E-mail address of contact person/orderer in Felleskjøpet Agri
Currency	DocumentCurrencyCode	NOK, EURO osv.
KID number if relevant	PaymentMeans/PaymentID	
Line items reference	InvoiceLine\ OrderineReference/LineID	Line item number as stated in the purchase order
Product name	InvoiceLine\ Item/Name	Product name of ordered product/services
Product number	InvoiceLine\ BuyersItemIdentification/ID	Article number referring to the ordered product/services. This must match the item number on the order/order confirmation.
Number	InvoiceLine\ InvoicedQuantity	Invoiced number of units The unit must match the unit on the order/order confirmation.
Unit price	InvoiceLine\ Price/PriceAmount	Invoiced unit price. The unit must match the unit on the order/order confirmation. In EHF, this is the price before discount
Agreed discount	InvoiceLine\ AllowanceChargeAmount	This must be calculated on each invoice line, where this is applicable. In EHF, this is a discount for the entire line, not per unit
Total line amount	InvoiceLine\ LineExtensionAmount	Unit price multiplied by number of units – discount + supplement in EHF
Total invoice amount excl. of VAT	LegalMonetaryTotal/ TaxExclusiveAmount	Total amount for all lines in the invoice. Sum per invoice documentation
VAT amount	TaxTotal/ Taxamount  Og TaxTotal/ TaxSubTotal/TaxAmount	Sum VAT per invoice documentation
Total invoice amount incl. VAT	LegalMonetaryTotal/ PayableAmount	After rounding

\*) In the event of changes, the supplier is responsible for Felleskjøpet Agri being updated with the necessary documentation.

The fields must be in a fixed place in the invoice. Invoices that lack some of the information above will be returned, with a demand for a new and correct invoice.

In the exceptional case of using a PDF document that has several pages or many attachments, these must be sent as 1-one pdf. document. Only one document must be sent per e-mail.

- 7.1. Invoicing and handling fees are not accepted. Bruk av eller overdragelse til faktoringsselskaper aksepteres ikke uten spesiell avtale.
- 7.2. Use of or transfer to factoring companies is not accepted without special agreement.

**8. PROCURMENT OF PROJECTS AND SERVICES**

For procurement of projects and services, the following additional invoice requirements apply:

Field	Description Project	Description Services
Project name*	Shall be stated by the orderer and specified in the agreement	Shall be stated by the orderer if relevant
Project number*		
Consultant category*	Shall be stated by the orderer and follow the invoice as invoice basis if relevant, in accordance with definition in the purchase agreement.	Shall be stated by the orderer and follow the invoice as invoice basis.
Name of consultant*		
Number of hours per consultant category/name of consultant		

*\*) Data for these fields should be found in the relevant agreements.*

**9. QUESTIONS AND SUPPORT**

If you have any questions or need for assistance that cannot be provided by the orderer, please contact [regnskap@felleskjopet.no](mailto:regnskap@felleskjopet.no) via e-mail.