

Invoice requirements

Requirement	Non-Purchase Order	Purchase Order
Vendor invoices should be submitted either via EHF/e-invoice in Norway and Finland or in PDF format via email*		
Vendor name	x	x
Vendor address	x	x
Vendor email address	x	x
Vendor organisation number	x	x
Vendor VAT registration number (if VAT registered)	x	x
Vendor bank details	x	x
Invoice number	x	x
Invoice date	x	x
Payment term**	Orkla standard payment terms are "end of month + 93 days"	according to the contract
Invoice reference	Orkla employee reference*	Purchase Order number or delivery note number*
Correct and valid Orkla company name	x	x
Orkla company address	x	x
Delivery address of goods/services	x	x
Invoice description (goods or services ordered, line item information)	x	x
Invoice net amount	x	x
VAT amount	x	x
Invoice total amount	x	x
Invoice currency	x	x

* More detailed information under document "Invoice channels"

** Orkla makes payment on due date calculated based on the payment term in vendor master data. All international money transfers will be paid with 'SHA' option.