

Requirements for all invoices and credit notes.

To avoid manual invoice handling and payment delay, please invoice according to Bergen Engines AS' (BEAS) requirements.

Invoice element:	Information:
BEAS Company name and address	Mandatory and must be correct
BEAS Organization number	Mandatory
BEAS Purchase order number	Mandatory if issued by BEAS
BEAS Purchase order item line number	Mandatory only where appear in purchase order
BEAS Material number	Mandatory only where appear in purchase order
Supplier name and address	Mandatory
Supplier invoice number	Mandatory
Supplier invoice date	Mandatory
Supplier invoice reference number	Mandatory on credit note
Supplier organization number	Mandatory
Supplier VAT number	Mandatory
Payment term	Mandatory
Incoterms	Mandatory
HS code	Mandatory where applicable
Country of Origin of material number	Mandatory where applicable
Bank account information	Mandatory. IBAN is strongly recommended
Total invoice and tax values	Mandatory
Contact person in BEAS	Mandatory where no purchase order reference
Contact person supplier	Mandatory

Invoice shall be submitted by email to: AP.NO@bergenengines.com

Invoices that do not contain mandatory and required information or contains incorrect invoice information will be blocked and delay in payment may occur.

Any agreed contract with Bergen Engines AS may contain additional requirements.

PDF document is accepted.

Invoice via link will not be handled.

Invoice fees and other additional fees shall be mutually agreed prior to submitting invoice.

In case of deviations on price, quantity, or purchase order information, please align with your contact person at Bergen Engines AS.

All questions regarding accounts payable can be issued to: AP.NO@bergenengines.com