

BANO Group invoicing requirements.

BANO encourages to make use of EHF (Elektronisk Handelsformat).

1.1 Invoice details

Invoice should contain:

- Invoice Number
- Invoice Date
- Vendor Details (Name, Address, Registration Number, Bank Details)
- Buyer Details (Name, Address, Registrationnumber)
- Buyer Contact Contact Person
- Description and amount of items
- Delivery Date
- Currency
- Price
- Due Date
- Needs to mirror BANO Purchase Order
- BANO Purchase Order Number

2.1. EHF-invoicing

EHF- invoicing is the preferred solution for all types of invoices

BANO AS Org.Number: 980 913 023

Requirements:

- For PO related invoicing, please only include one PO per invoice
- BANO Purchase Order Number
- Pay attention to the "Our ref" field versus "Your ref" field in order to get this correct
- Reference person in BANO
- Needs to mirror the issued BANO Purchase Order

2.2. Email

Send the invoice with the required information (section 1.1) in a readable PDF file to faktura@bano.no.

- Only one invoice per email
- It should be one readable PDF file per invoice, including all supporting documents.
- The first page should be the invoice page and it should be rotated correctly.
- BANO Purchase Order Number
- All documents must all be converted to PDF format before sending.
- Needs to mirror the issued BANO Purchase Order.