

Supply Chain Management – Invoicing Instructions



Invoicing Instructions

Purpose:


- The purpose of this document is to provide instructions to our suppliers to guide you in submitting invoices according to Lundin's requirements
- By following these instructions invoices will be processed efficiently and will ensure timely payment of the invoice

Invoicing Instructions

Invoicing

In order to ensure correct invoice handling and payment, Contractor shall state the following details on each invoice:

- Company's Contract number and relevant PO number shall be referenced.
- Contractor's VAT and/ or organization number(s) shall be stated.
- Separate invoice shall be submitted on items that are disputed.
- The invoice shall clearly specify exonerated and non-exonerated VAT items.
- Interest on overdue payments is applicable only on invoices not disputed.
- Payment terms will start at Company's receipt of correct invoice.



Lundin
Norway

LUNDIN OFFICE, LYSAKER - PL359

Date of issue: Page: 1 / 1
 Our ref.:
 Our ref. email:
 Point of contact:
 Date of delivery: 31.05.2019
 Point of delivery: LUNDIN OFFICE, LYSAKER - PL359

COPY

LUNDIN NORWAY AS
STRANDVEIEN 4
1366 LYSAKER
NORWAY

Your ref.:
Email:

Terms of delivery: ACCORDING TO CONTRACT service
 Terms of payment: NETTO PER 0 DAGER
 Invoice address: Invoice@lundin-norway.no

PURCHASE ORDER PO9007452

Item	Resource	Description	Quantity	Unit	Unit price	Amount
	30000759	CONSULTANCY SERVICES VAT: 25%	4			
<p>General requirements for this PO:</p> <ul style="list-style-type: none"> SUPPLIER is requested to acknowledge receipt and acceptance of this Purchase Order (PO) within 3 working days from receipt. Invoices shall be marked with PO no. and identify PO line item no., license no. and well no., - all in accordance with the PO. Invoice + attachments must be sent as 1-one PDF file Payment will be made according to the 'Terms of Payment' stated in this PO and after receipt of correct invoice with relevant supporting documents, incl. delivery note and a copy of this PO. Lundin Packing, Labelling and Transport instructions shall apply. According to Norwegian tax legislation Supplier has the duty to report on employees and companies resident abroad who are given assignments to work on the Norwegian Continental Shelf or in Norway. 						

This Purchase order is based on Lundin Norway AS' General Conditions of Contract for Goods and Services unless otherwise agreed. Currency: NOK Total excl. tax:
Total incl. tax:

Printed
19.06.2019

For SUPPLIER
Confirmed (sign.): Printed name:
Date:

Org. number: NO88209409

Phone (switchboard): +47 8700 2000

www.lundin-norway.no

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- Whenever any invoice becomes due for payment on a day that is not business day, the invoice shall be paid on the next business day.
- Invoices involving reimbursable items for personnel shall be supported by payment certificates duly approved by Company.
- Payment certificates signed by both Company and Contractor shall follow each invoice.
- The invoice shall be forwarded as e-mail as follows:
- Invoice address: **invoice@lundin-norway.no**
Cc: **[Company representative]@lundin-norway.no**
- Invoice + any attachments must be sent as one – 1 – PDF file