

Letter to suppliers of Garda Sikring AS



To our suppliers,

Important information relating to invoicing to companies in the Garda Sikring AS a part of Heras Group:

Garda Sikring AS, 936 659 128, Stamveien 8, 1481 Hagan

1. Invoice content

All invoices sent to the above companies must always contain the following information:

- a) Invoices must be machine-styled to the correct company.
- b) Provide at least **one** of the following types of information on your invoice:
 - a. **Purchase number**
 - b. **Project number**
 - c. **Resource number**
- c) **The purchase number, project number or resource number must be entered** in either "Your reference" or "Attn." in the address field, to avoid delay or risk of being sent to the wrong first recipient. You must have received the necessary information from the person ordering goods or services from you.

If you lack the necessary information, you must contact the person you received the order for to be provided with missing information. If not, the invoice will be stopped in the Firewall system, and you will then receive an email where you must fill in either the purchase number, project number or resource number.

In the case of a combined invoice based on withdrawals, for example consumables, each withdrawal must be documented in accordance with requirements in b) and c) above on the invoice.

Where invoices are submitted for services, it must be clearly stated which dates services have been performed, in addition to the fact that time sheets must be attached as an attachment to the invoice in the same file.

Furthermore, in order to be accepted as a valid receipt, an invoice must satisfy all formal requirements in accordance with [the Bookkeeping Regulations \(lovdata.no\)](http://lovdata.no) and the VAT Act. Invoices that do not meet the form requirements for invoice will not be accepted. See: [Invoice form requirements - Sales document \(altinn.no\)](http://altinn.no).

2. Billing method

We prefer to receive invoices in the following order of priority:

1. EHF-invoice

Our companies are ELMA-registered for receiving electronic invoices in the standard format EHF (Electronic Commerce Format) and request that you issue invoices to us in the EHF format.

2. E-mail receipt of invoices

If you are unable to send us invoices in the EHF format, we ask that all invoices/credit notes be sent by e-mail. Invalid formats will not be processed at the supplier's risk.

Billing email address

Company	Invoice address
Garda Sikring AS (org.nr. 936 659 128)	936659128@heras.com

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Technical requirements for e-mail invoices

The scanning system must be able to find these fields in the document:

- Document type – invoice or credit note
- Invoice number / Credit memo number
- Date
- Due date or payment terms
- The sender's company name and full address
- Sender's VAT No.
- The recipient's company name and full address
- Net amount, VAT amount and gross amount
- Payment method – IBAN + Swift, or account number
- Important! Payments set up for payment service cannot be handled in the scanning system

It is important that only invoices are sent to our invoice mail that satisfies the requirements mentioned above. In case of deviations, the invoice will not be processed. The sender will receive an e-mail with confirmation of whether the invoice has been accepted or not (only applies when sending to the above-mentioned invoice email address).

NB: Reminders, debt collection notices, bank statements and the like must be sent to **supplier@gardasikring.no**

Order confirmations, requisitions, contracts, advertisements, deliveries of goods etc. shall be sent to our business/delivery/e-mail addresses of the respective contact persons in the company.

3. Paper invoices

In the unlikely event that you still issue a paper invoice, it must be sent to the respective contact persons in the company

Order confirmations, requisitions, contracts, advertisements, deliveries of goods etc. shall be sent to our business/delivery/e-mail addresses of the respective contact persons in the company.

4. Credit period and other terms

Our standard payment terms are 45 days net, unless otherwise agreed in writing. Credit period runs from valid receipt of invoice. When submitting by e-mail, please read section 2.2 in relation to restrictions on receipt of invoices.

We do not accept invoice fees going forward, so please update your system settings.

To ensure good invoice processing and timely payment, we appreciate compliance with invoicing procedures.

If you have any questions related to this, please contact us via supplier@gardasikring.no

Sincerely,

Dorteia Gjervik
CFO
Garda Sikring Group AS