

## Aker Solutions Formalized Invoice Requirements

Aker Solutions has a set of invoice requirements that must be followed by our suppliers to avoid delayed payments. The latest version of these invoice requirements can always be found on our corporate website [www.akersolutions.com](http://www.akersolutions.com) under What We Do and Suppliers ; Suppliers | Aker Solutions . If these requirements are not fulfilled, the invoice will be returned due to the missing details, and no payment will be made until a corrected invoice is received.

### Requirements

All invoices **must** contain following information:

- 1) Correct legal company name and invoice address. Please find overview in attachment
- 2) Reference person in Aker Solutions, identified by SAP Employee ID number 6 digits and name, or Aker Solutions issued Purchase Order (PO). For efficient invoice handling, PO number starting with 45 or 48, or Our Ref starting with 43 should be quoted.
- 3) Other information
  - a) Supplier bank details
  - b) Invoice date and invoice number
  - c) Due date
  - d) Net amount, VAT amount and total amount
  - e) Invoice currency
  - f) VAT no. / organization number if applicable
- 4) Invoice content needs to mirror the PO information to facilitate compliant accounting.
- 5) All invoices and supporting documentation (company letters, email text, attachments etc.) are preferably to be issued in English.
- 6) Any other relevant information, e.g., project numbers, WBS code, other cost object information.

## Invoice Formats

All invoices must be sent in one of the following formats. We encourage our suppliers to make use of e-invoicing (EHF/E2B).

### 1. e-invoicing

Our EHF/E2B service provider is Pagero.

Vendors opting on e-invoicing should:

- E-invoicing is the preferred solution for all types of invoices
- For PO related invoicing, please only include one PO per invoice
- Mention the PO numbers, and/or including 'Our ref number' starting with 43,45 or 48
- Pay attention to the "Our ref" field versus "Your ref" field in order to get this correct
- Reference person in Aker Solutions should be identified by SAP Employee ID number 6 digits and name
- Total size should not exceed 50 MB, if so, please contact queries at [queries@akersolutions.com](mailto:queries@akersolutions.com) for guidance

The EHF invoice must include the required information, including the original invoice and all supporting documents, to provide an efficient approval process.

### 2. Email

Send the invoice with the required invoice information in a readable PDF file to [invoice@akersolutions.com](mailto:invoice@akersolutions.com)

- Only one invoice per email
- It should be one readable PDF file per invoice, including all supporting documents.
- Total size of the PDF should not exceed 10 MB
- No more than 20 pages in one PDF file
- The first page should be the invoice page and it should be rotated correctly.
- Page number should be in "1/1" format and our preferred invoice date format is DD/MM/YYYY
- If there are a variety of document types, they must all be converted to PDF format before sending.

Invoices must be submitted to Aker Solutions without undue delay and received by Aker Solutions no later than 10 working days after issue date. Invoices received past this date will be returned to the supplier for a revised invoice.

## Attachment 1: Contact Details

Region	Legal Company Name	Peppol ID	Invoice Address and Email	Phone
Norway	Aker Solutions AS	0192:929877950	<p><b>If not EHF invoice, please send invoices to:</b>  <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a></p> <p><b>Invoice address:</b>            Postbox 94            1325 Lysaker, Norway</p> <p><b>For queries, please use</b>  <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a></p>	+47 21 93 74 79 Toll free: 800 24 593
	Benestad Solutions AS	0192:924801026		
	Aker Solutions Hydropower AS <i>formerly Rainpower Holding AS</i>	0192:996968480		
	K2JV ANS	0192:915468500		
	ASK JV AS	0192:920596398		
	Aker Solutions Holding AS	0192:913192192		
Sweden	Aker Solutions Hydropower AB	0007:5566692967	<p><b>If not EHF invoice, please send invoices to:</b>  <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a></p> <p>Axel Kumliens Väg 13            681 37 Kristinehamn            Sweden</p> <p><b>For queries, please use</b>  <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a></p>	+47 21 93 74 79

Region	Legal Company Name	Peppol ID	Invoice Address and Email	Phone
Poland	Aker Solutions Poland Sp. z o.o.  (Full name; Aker Solutions Poland Spółka z ograniczoną odpowiedzialnością)		<p><b>Send invoices to:</b> <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a></p> <p><b>Invoice address:</b> Al. Grunwaldzka 472 80-309 Gdańsk Poland</p> <p>Tax number to be included on invoice; PL5252977168</p> <p><b>For queries, please use</b> <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a></p>	
United Kingdom	Aker Solutions Ltd <sup>1</sup> - MMO <i>Formerly Aker Offshore Partner Limited</i>		<p><b>Send invoices to:</b> <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a></p> <p><b>Invoice address:</b> PO Box 18281 Aberdeen AB21 1AQ, United Kingdom</p> <p><b>For queries, please use</b> <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a></p>	<p>+44 8000314851</p> <p>Toll free: 08000314851</p>
	Aker Engineering Technology Limited			
	Aker Solutions Enterprise International (UK) Ltd <sup>1</sup>			
	Aker Solutions IP Limited			

<sup>1</sup> Legal company names in the UK can be denoted as Limited or Ltd

Region	Legal Company Name	Peppol ID	Invoice Address and Email	Phone
Canada	Aker Solutions Canada Inc		<b>Send invoices to:</b> <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>	+1-709-757-4500
	Aker Solutions Asset Integrity and Management Canada Inc.		<b>Invoice address:</b> Suite 511, 215 Water Street St. John's, NL, Canada, A1C 6C9 HST#: 801170630 RT0001	
	Aker Solutions Marine Contractors Limited		<b>Send invoices to:</b> <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>	+1-709-757-4500
USA	Aker Solutions USA Corp		<b>Send invoices to:</b> <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>	+1 201 605 8747 Toll free: 888 224 7608
			<b>Invoice address:</b> 7611 Lake Road South Bldg 505, Middle Bay Port Mobile, AL 36605	
			<b>For queries, please use</b> <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	

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Malaysia	Aker Engineering Malaysia Sdn Bhd		<b>Send invoices to:</b> <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>	+ 60 39212 1524
	Aker Engineering International Sdn Bhd		<b>Invoice address:</b> Level 16, Menara Integra The Intermark 348, Jalan Tun Razak 50400 KUALA LUMPUR, MALAYSIA  <b>For queries, please use</b> <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	Toll free: 0392121524
Brunei	Aker Solutions Sdn Bhd		<b>Invoice address:</b> Lot 39 & 40 Tapak Perindustrian Daerah Belait Jalan Setia Diraja Kuala Belait KA 3131 Negara Brunei Darussalam  Attn: Finance Department	+673 322 9883 / +673 322 9824
India	Aker Powergas Private Limited		<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>  <b>Powergas House</b> , i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400042, Maharashtra, India  For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	+ 60 32381 8388

Region	Legal Company Name	Peppol ID	Invoice Address and Email	Phone
<b>Angola</b>	Aker Solutions Enterprises LDA		<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>  Avenida Murtala Mohamed No 8, Grupo Veleiro 2º Ander (Edificio Prodiaman) Luanda Angola NIF 5417234516  For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	+44 8000314851 Toll free: 08000314851