

Aker Solutions Formalized Invoice Requirements

Aker Solutions has a set of invoice requirements that must be followed by our suppliers to avoid delayed payments.

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:

- Correct legal company name and invoice address. Please find overview in Appendix
- Reference person in Aker Solutions - identified by name and SAP Employee ID number, or Purchase Order (PO) number (normally starting with 42 or 45). PO number outside this range (MIPS) should also contain SAP ID and name
- Other information
 - Supplier Bank details
 - Invoice date and invoice number
 - Due date
 - Net amount, VAT amount and total amount
 - Invoice currency
 - VAT no/organization number if applicable
- Invoice content needs to mirror the PO information to facilitate compliant accounting
- All invoices and supporting documentation (company letters, email text, attachments etc.) are to be issued in English

Invoice Formats

All invoices must be sent in one of the following formats (we encourage our suppliers to make use of E-invoicing):

- E-invoice
 - Our EHF/E2B service provider is Pagero. We encourage our suppliers to use e-invoicing (EHF/E2B), please study [this link](#). This link also contains a list of which companies that can receive e-invoices.

Vendors opting on E-invoicing should

- Only include one PO per invoice
- Mention the PO numbers correctly against “Order number“
- Pay attention to the ‘Our ref’ field versus ‘Your ref’ field in order to get this correct
- In case the original invoices is not attached to the EHF invoice, the EHF front page must include Project number / WBS number and all needed information to provide an efficient approval process

- Email
 - Send the invoice with the required invoice information in a readable PDF file to the correct email addresses in accordance with the Appendix: Master Aker Solutions Formalized Invoice Requirements_Contact Details
 - 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
 - 1st 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 – it must be merged through a PDF converter tool before sending

Questions and support can be addressed by e-mail or phone, please find details in the Appendix.

Appendix Contact Details

Region	Legal Company Name	Invoicing Address/Email	Phone
Cyprus	Aker Solutions Cyprus Limited	invoice.uk@cognizantog.com PO Box 18281 Aberdeen AB21 1AQ, United Kingdom	+44 208 811 7507
Norway	Aker Solutions AS	invoice.no@cognizantog.com Postbox 2040 5409 Stord, Norway	+47 518 51500
	Aker Solutions Holding AS		
	Benestad Solutions AS		
UK	Aker Solutions Ltd* – SUB <i>Formerly Aker Subsea Limited</i>	invoice.uk@cognizantog.com PO Box 18281 Aberdeen AB21 1AQ, United Kingdom	+44 208 811 7507
	Aker Solutions Ltd* – MMO <i>Formerly Aker Offshore Partner Limited</i>		
	Aker Engineering Technology Limited		
	Enovate Systems Ltd*		
	Aker Solutions Enterprise International (UK) Ltd*		
Brazil	Aker Solutions do Brasil Ltda	sam00039.contas.a.pagar@akersolutions.com Street Antonio Singer, 3411, Campo Largo da Roseira Zip Code: 83091-002 São José dos Pinhais, PR Brasil	+55 41 2102-4333

Region	Legal Company Name	Invoicing Address/Email	Phone
Canada	Aker Solutions Canada Inc.	accounts.payable.stj@akersolutions.com Suite 511, 215 Water Street St. John's, NL, Canada, A1C 6C9 HST#: 801170630 RT0001	+ 1-709-757-4500
	Aker Solutions Asset Integrity and Management Canada Inc.	accounts.payable.stj@akersolutions.com Suite 511, 215 Water Street St. John's, NL, Canada, A1C 6C9 HST#: 810309351 RT0001	+ 1-709-757-4500
USA	Aker Solutions Inc	centre.us.vendor.invoice@cognizantog.com 3010 Briarpark Drive, Ste 500, Houston, TX 77042-3755, USA	+1 713 995 2134
	Aker Solutions USA Corp		
APAC	Aker Solutions Malaysia Sdn Bhd	centre.my.vendor.invoice@cognizantog.com Level 16, Menara Integra The Intermark 348, Jalan Tun Razak 50400 KUALA LUMPUR MALAYSIA	+603 23005224
	Aker Solutions APAC Sdn Bhd		
	Aker Engineering Malaysia Sdn Bhd		
	Aker Engineering International Sdn Bhd		
	Aker Solutions India Sdn Bhd		
	Aker Solutions Umbilical APAC Sdn Bhd		
	Aker Solutions Pty Ltd		

Region	Legal Company Name	Invoicing Address/Email	Phone
Brunei	Aker Solutions Sdn Bhd	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 Pvt Ltd	centre.my.vendor.invoice@cognizantog.com Powergas House, Po Box no 11881, I think Techno Campus, Kanjurmarg (E), Mumbai 400042, India	+603 23005224
	Aker Powergas Subsea Pvt Ltd	centre.my.vendor.invoice@cognizantog.com <i>Qubix Bussiness Park;</i> 1st floor, IT-2 Building, Qubix Business Park, SEZ, Phase 1, Hinjewadi, Pune - 411057, Maharashtra, India <i>JK office;</i> J.K. Infotech 1 3rd and 4th Floor, J. K. Infotech, plot no. 31, Rajiv Gandhi Infotech Park, Hinjewadi Phase 1, Pune – 411057 , Maharashtra, India	+603 23005224

Region	Legal Company Name	Invoicing Address/Email	Phone
Africa	Aker Solutions Angola Ltd	invoice.uk@cognizantog.com Rua 6 – I.L: Boavista AO, Luanda, Angola. NIF: 5402116784/	+44 208 811 7507
	Aker Solutions Enterprise Ltda	invoice.uk@cognizantog.com Avenida Murtala Mohamede, nº8, 2ºandar (Edifício Prodiaman) Registered in Angola, NIF: 5417234516/	+44 208 811 7507
	Aker Solutions Congo	invoice.uk@cognizantog.com 189 Rue LITONGU PO Box 1154 Pointe Noire, Republic du Congo.	+44 208 811 7507
	Aker Solutions Ghana Ltd	invoice.uk@cognizantog.com Plot No. 1, Cape Coast Road Commercial Area North Baker Hughes Takoradi Oilfields Building. Takoradi, Western Region. Ghana	+44 208 811 7507
	Aker Solutions Nigeria Ltd	invoice.uk@cognizantog.com Unity bank Building, 3 rd Floor, 42 Ahmed Onibudo street, Victoria Island, Lagos, Nigeria	+44 208 811 7507

* Legal company names in the UK can be denoted as Limited or Ltd