This information describes our requirements for incoming invoices.

1. Invoice content

All invoices must include the following information:

a) The invoice must be addressed to Garda Sikring AS after 01.01.25

b) At least one of the following must be stated on the invoice, either in "Your Reference" or "Att." in the address field. This is to ensure quick handling.

a. Purchase number
b. Project number
c. Resource number/ Employee number

If you lack the necessary information, please contact the person you received the order from.

If services are invoiced, it must be clearly stated on which dates the services were performed, in addition to timesheets being attached as an attachment to the invoice in the same file.

Furthermore, an invoice must satisfy all formal requirements in line with the Bookkeeping Regulations (lovdata.no) and the Value Added Tax Act. Invoices that do not satisfy the formal requirements for invoices will not be accepted. See: Invoice - Sales Document form requirements (altinn.no).

2. Billing Method

1. EHF invoice

We are ELMA-registered for receiving electronic invoices in the standard format EHF (Electronic Commerce Format)

2. Email receipt of invoices

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

Billing address for e-mails: 936659128@invoice.bdo.no

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 note number
- Date
- Due date or payment terms
- The sender's company name and full address
- The sender's VAT number.
- The recipient's company name and full address
- Net amount, VAT amount and gross amount
- Payment method – IBAN + Swift, or account number

In the event 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 invoice e-mail address).

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

3. Paper invoices

If, contrary to expectations, you still issue a paper invoice, it must be sent to the respective contact persons in the company

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

3. Credit period and other terms

Our standard payment terms are 45 days net, unless otherwise agreed in writing. Credit periods run from the valid receipt of the invoice.

To ensure good invoice processing and timely payment, we appreciate that the invoicing routines are adhered to.

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