

'How to Invoice' guidance

Advice for Kongsberg Maritime (Ex
Rolls-Royce Marine) Suppliers

Version 3b 2019

26.03.2019

Created by Michael Patey & Odinn Gautason

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1. Terms of Reference

This document is being provided to suppliers to offer information on invoicing to facilitate prompt payment and avoid delays.

Kongsberg Maritime is a complex business with lots of different businesses in different regions. This document is split between those businesses covered by the EFSC (Section 2), and those outside (section 3).

Note – It is the site which raised the PO that determines where the invoice should be sent, not where the goods were delivered.

2. EFSC Section

2.1. Entities Covered by EFSC

Country	Norway	Denmark	Sweden	Holland	Germany	Namibia	America / Canada
Old Legal Entity	Rolls-Royce Marine AS	Rolls-Royce Marine A/S	Rolls-Royce AB	ROLLS-ROYCE MARINE BENELUX BV	Rolls-Royce Marine Deutschland GMBH	Rolls-Royce Marine (PTY) Ltd	Rolls-Royce Marine North America & Rolls-Royce Canada Ltd
New Legal Entity	Kongsberg Maritime CM AS	Kongsberg Maritime Denmark AS	Kongsberg Maritime Sweden AB	Kongsberg Maritime Benelux BV	Kongsberg Maritime CM Germany GmbH	Kongsberg Maritime Namibia (Pty)Ltd	Kongsberg Maritime Inc / Kongsberg Maritime Commercial Marine Canada Limited
Site	Brattvaag, Longva / Godvik, Ulsteinvik, Hagavik, Head Office, RR Engines Bergen	Aalborg	Kristinehamn	GDC Europe / Benelux	Hamburg	Namibia	Houston GDC, Canada

2.2. Basic Principles

- **PO number, or Contract Number, must be quoted, unless otherwise advised**
- **Only one PO per invoice**
- **Invoice correct Legal entity**

2.3. No PO No Pay

We operate a No PO No Pay policy, please ensure you quote either the PO number or agreed contract number.

2.4. Blanket POs –

We can raise blanket PO's towards a supplier.

Blanket PO's will be time bound (i.e. validity 1 month, 6, months or 12 months) and have an agreed spend threshold over the period the PO is valid.

No PO, No Pay policy will be applicable for all invoices raised for spend that takes place above the spend threshold set out in the blanket PO and for spend that takes place outside the agreed validity of the blanket PO.

2.5. Invoice Quality

To assist in efficient processing of invoices and to prevent delay in payment, we request that where possible invoices match the PO value. The only exceptions are:

- Contract price is linked to metal index
- Invoice is call off against a blanket PO, but where possible should then match to the agreed schedule within the PO
- Class Society costs where contractually agreed
- Batch test costs where contractually agreed

The following are not allowable exceptions:

- Unagreed Delivery / Packaging costs

Where the specification was unclear at time of order placement, or where PO price or quantity differs, please contact the requisitioner prior to invoicing for them to update the PO.

2.6. New Supplier Verification

All new suppliers must be set up by the buyer prior to commencement of works. This will enable us to create a purchase order and pay promptly once an invoice has been received.

Please note, part of the set up process is verification of supplier bank details, both in writing and via a phone call. A representative from the European Finance Service Centre will be in contact to verify these details. The call will not require sharing of confidential information, but is purely to confirm the last 4 digits of the supplier bank account. If no verification is made the invoice will remain unpaid.

2.7. PDF Invoice Requirements

To ensure prompt payment the following guidelines should be followed.

- One Invoice per PDF
- One PO per invoice
- File size not to exceed 5mb
- One invoice per Email

Fields to be included:

- Invoice number
- Invoice Date and tax point date (Where applicable)
- Invoice Currency (Where invoice is raised in a currency different to that applied to the VAT reporting, the VAT amount charged must be stated in the relevant currency. For example, if a USD invoice is received with UK VAT, the VAT amount in GBP must be stated.)
- Bank account details + IBAN if required
- Reference to whom the service / goods are being provided for (Name)
- Clear Reference to PO or contract number

Strictly Private

- Full name and address of the supplier and their VAT number
- Full name and address of purchasing entity and its VAT number (where required)
- Full detail of what is being invoiced
- Payment terms – in line with Contract – default on purchase order is 75 days End of Week. Only if a buyer changes the terms within the purchase order will an invoice be paid earlier, or if agreed in a supplier agreement and payment terms changed in Baan.
- Incoterms (If applicable)
- Net Consideration (if necessary split by VAT rate)
- VAT rate(s) applied and VAT amount due for each rate

2.8.EFSC Invoice submission and initial Escalation route

Invoices should be sent via the following methods, following the guidance detailed above. If you are able to send via the EHF system, then this is the preferred method for us to receive invoices. This is only available for our Norwegian entities:

101	Deck Machinery - Brattvaag	Kongsberg Maritime CM AS	EHF: 971710276 Alternatively submit PDF Invoice to : ssc.ap.deckmachinery@km.kongsberg.com for purchase orders starting with either BR or POID Purchase Orders from Brattvaag
102	Automation & Control - Longva / Godvik	Kongsberg Maritime CM AS	EHF: 973172751 Alternatively submit PDF Invoice to : ssc.ap.automation@km.kongsberg.com for purchase orders starting with either LO or GO or POID Purchase Orders from Longva / Godvik
103	Propulsion - Ulsteinvik	Kongsberg Maritime CM AS	EHF: 973172115 Alternatively submit PDF Invoice to : ssc.ap.propulsion@km.kongsberg.com for purchase orders starting with either UL or POID Purchase Orders from Ulsteinvik
105	Steering Gear - Hagavik	Kongsberg Maritime CM AS	EHF: 971736852 Alternatively submit PDF Invoice to : ssc.ap.steeringgear@km.kongsberg.com for purchase orders starting with either HV or POID Purchase Orders from Hagavik
112	Head Office	Kongsberg Maritime CM AS	EHF: 980371379 Alternatively submit PDF Invoice to : ssc.ap.headoffice@km.kongsberg.com for all HO or Head Office POID Purchase Orders
121	RR Engines Bergen	Kongsberg Maritime CM AS	submit PDF Invoice to : ssc.ap.121enginesbergen@km.kongsberg.com for RE... or POID Purchase Orders from RR Engines Bergen
131	Kristinehamn	Kongsberg Maritime Sweden AB	submit PDF Invoice to : ssc.ap.kristinehamn@km.kongsberg.com for KR or POID Purchase Orders from Kristinehamn

Strictly Private

200	Benelux	Kongsberg Maritime Benelux BV	submit PDF Invoice to : ssc.ap.benelux@km.kongsberg.com for RD or POID Purchase Orders from Benelux
205	GDC Europe	Kongsberg Maritime Benelux BV	submit PDF Invoice to : ssc.ap.GDCeurope@km.kongsberg.com for EU or POID Purchase Orders from GDC Europe
210	Aalborg	Kongsberg Maritime Denmark AS	submit PDF Invoice to : ssc.ap.denmark@km.kongsberg.com for AB Purchase Orders
240	Namibia	Kongsberg Maritime Namibia (Pty) Ltd	submit PDF Invoice to : ssc.ap.namibia@km.kongsberg.com for WA Purchase Orders
230	Hamburg	Kongsberg Maritime CM Germany GmbH	submit PDF Invoice to : ssc.ap.hamburg@km.kongsberg.com for HB Purchase Orders
305 / 310	Houston	Kongsberg Maritime Inc	submit PDF Invoice to : ssc-ap-na@km.kongsberg.com for AM... NE... SE... and GA... Purchase orders or POID Purchase orders
320	Canada	Kongsberg Maritime Commercial Marine Canada Limited	submit PDF Invoice to : ssc.ap.canada@km.kongsberg.com for JO Purchase Orders

The above email addresses can also be used for payment questions. If no response is received on your query within 4 days, then an email should be sent to:

- For Direct Purchases please contact the relevant requisitioner
- For indirect purchases, please contact IPurchasing_Marine@km.kongsberg.com

3. Non EFSC Entities

3.1. Rauma / Kokkola

This site prefers to receive single PO electronic invoices using Basware Cloud to facilitate efficient invoice entry into their financial system. To access this service, the supplier needs to be registered. Please contact rauma.invoices@km.kongsberg.com for more details.

If this set up has not been completed or e-Invoice is not possible using the process outlined above, the invoices can be scanned and sent as a pdf file to the ACP team email address : rauma.invoices@km.kongsberg.com.

The final option is for Paper invoices to be sent to:-

Rauma/Turku

Kongsberg Maritime Finland OY
PL 220
261010 Rauma

Kokkola

Kongsberg Maritime Finland OY
PL 579
67701 Kokkola

3.2. Poland (Gniew / Gdynia / Krakow)

Invoices should be sent to the following address:

Initially until informed otherwise

ROLLS-ROYCE POLAND SP.Z O.O
Kopernika 1,
83-140 Gniew
Poland
After update of Company name (we will advise)

Kongsberg Maritime CM Sp z o.o.
Kopernika 1,
83-140 Gniew
Poland

Alternatively please send to e.invoices@km.kongsberg.com

- PO and contact person MUST be included. If contact person not available then Site being invoiced must be included. (Gniew / Gdynia / Krakow)
- If an Indirect agreement is in place, then the invoice should include “according to agreement no xxx.”

3.3. Shiptech

Invoices should be sent to the following address:

Kongsberg Maritime CM AS,
dept. Ship Design & Systems
P.O. box 1522
N-6025 Ålesund
NORWAY

- PO and contact person MUST be included.

3.4. Korea Busan

This site prefers to receive electronic invoices to the following address:

- For Operations-related purchases,
to jinyoung.yoo@km.kongsberg.com, hosub.lee@km.kongsberg.com,
, donghyun.kim@km.kongsberg.com
- MS Services, yoonchan.lee@km.kongsberg.com
- MS Spare parts, yoonchan.lee@km.kongsberg.com

For local Korean vendors, the statutory electronic VAT invoices must be submitted to us through the governmental network in Korean language, wholly separated from our own Notes.

All the overseas invoices charged by foreign suppliers should be addressed to via Notes.

3.5. UK Dunfermline / Gateshead

Invoices should be sent to the following address:

Kongsberg Maritime
Taxiway
Hillend Industrial Park
Dunfermline
Fife
KY11 9JT

PO and contact person (michelle.connolly@km.kongsberg.com) MUST be included. This is for both direct and indirect purchases.

3.6. China

For local Chinese vendors, statutory VAT invoice must be issued & post-mailed to RR office

Company 公司名称	Name	Kongsberg Maritime CM China Ltd.
office 公司地址	address	1st Floor, No.14, 8666 HuNan Road Xuanqiao Town,Pudong New Area Shanghai 201314, China

3.7. Scandinavian Electric Gdansk Sp. z o.o.

Invoices should be sent to the following address:

Scandinavian Electric Gdansk Sp. z o.o.
M.Reja 3
80-404 Gdansk
POLAND

Alternatively Invoices can be emailed to: ksiegowosc@scel.pl

3.8. Japan

Please send invoices to:-

Postal / Billing Address:

Kongsberg Maritime Japan Co Ltd
Yamasaki Bldg.1F
1-15-11, Kinpei-cho, Hyogo-ku, Kobe-shi,
Hyogo 652-0873, JAPAN

3.9. Australia

Please send invoices to:-

Kongsberg Maritime Pty Ltd
PO Box 1241, Fremantle, WA 6959
Suite 102, 2-4 Lyonpark Road,
Macquarie Park, NSW, Australia 2113

3.10. New Zealand

Please send invoices to :-

Kongsberg Maritime Pty Ltd (Branch)
PO Box 12169,
Beckenham,
Christchurch, NZ 8242

3.11. India

Please send invoices to :-

Kongsberg Maritime CM India Pvt Ltd
Plot No : D-505, TTC Industrial Area
MIDC,
Turbhe,
Navi Mumbai-400703, India

3.12. Vietnam

Please send invoices to :-

Kongsberg Maritime Vietnam Ltd
No. 4, Dong Xuyen Industrial Park,
Rach Dua Ward, Vung Tau City,
Ba Ria Vung Tau province
Vietnam

3.13. IFSC Supported Sites

Singapore: We receive all the invoices to our email box.

APFSC_ap.intercompany@km.kongsberg.com – For all intercompany invoices

APFSC_accountspayable@km.kongsberg.com – For all external vendors