

## Aker Solutions Formalized Invoice Requirements

Aker Solutions has a set of invoice requirements that **must be followed** by our suppliers to avoid delayed payments. These requirements can also be found on this link; [Aker Solutions invoice requirements](#)

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:

- a) Correct **legal company** name and invoice address. Please find overview in attachment;
- b) **Reference person** in Aker Solutions - **identified by name and SAP Employee ID number, or Aker Solutions issued Purchase Order (PO) number starting with 45 /Our ref starting with 43.**
- c) Other information:
  - i. Supplier Bank details;
  - ii. Invoice date and invoice number;
  - iii. Due date;
  - iv. Net amount, VAT amount and total amount;
  - v. Invoice currency;
  - vi. VAT no /organization number if applicable;
- d) Invoice content needs to **mirror the PO information** to facilitate compliant accounting;
- e) 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):

### 1. E-invoice

- i. Our EHF/E2B service provider is Pagero. We encourage our suppliers to use e-invoicing (EHF/E2B), please study this [link](#)<sup>1</sup>. 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.

### 2. Email

- i. 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.
  - 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 to [queries@akersolutions.com](mailto:queries@akersolutions.com).

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 invoices.

<sup>1</sup> <http://www.pagero.com/project-pages/akastor-aker-solutions-and-kvaerner/start-sending-e-invoices-to-akastor-aker-solutions-and-kvaerner/>

## Attachment Contact Details

Region	Legal Company Name	Invoicing address/email	Phone
Norway	Aker Solutions AS	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>	+47 518 51500
	Aker Solutions Holding AS	Postbox 2040 5409 Stord, Norway	
	Benestad Solutions AS	For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	
UK	Aker Solutions Ltd* – SUB <i>Formerly Aker Subsea Limited</i>	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>	+44 208 811 7507
	Aker Solutions Ltd* – MMO <i>Formerly Aker Offshore Partner Limited</i>	PO Box 18281 Aberdeen AB21 1AQ, United Kingdom	
	Aker Engineering Technology Limited	For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	
	Enovate Systems Ltd*		
	Aker Solutions Enterprise International (UK) Ltd*	* Legal company names in the UK can be denoted as Limited or Ltd	
	Aker Solutions IP Limited		

Region	Legal Company Name	Invoicing address/email	Phone
Brazil	Aker Solutions do Brasil Ltda	<a href="mailto:sam00039.contas.a.pagar@akersolutions.com">sam00039.contas.a.pagar@akersolutions.com</a> Street Antonio Singer, 3411, Campo Largo da Roseira Zip Code: 83091-002 São José dos Pinhais, PR Brasil	+55 41 2102-4333
Canada	Aker Solutions Canada Inc.	<a href="mailto:accounts.payable.stj@akersolutions.com">accounts.payable.stj@akersolutions.com</a>  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.	<a href="mailto:accounts.payable.stj@akersolutions.com">accounts.payable.stj@akersolutions.com</a>  Suite 511, 215 Water Street St. John's, NL, Canada,A1C 6C9  HST#: 810309351 RT0001	+ 1-709-757-4500
USA	Aker Solutions Inc	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>  7611 Lake Road South Bldg 505, Middle Bay Port Mobile, AL 36605	+1 979 691 7700
	Aker Solutions USA Corp	For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	

Region	Legal Company Name	Invoicing address/email	Phone
Cyprus	Aker Solutions Cyprus Limited	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>  PO Box 18281, Aberdeen AB21 1AQ, United Kingdom  For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	+44 208 811 7507
APAC	Aker Solutions Malaysia Sdn Bhd	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>  Level 16, Menara Integra The Intermark 348, Jalan Tun Razak 50400 KUALA LUMPUR MALAYSIA  For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	+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	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a>  Level 8, 191 St Georges Terrace 6000 PERTH AUSTRALIA  For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	

Region	Legal Company Name	Invoicing address/email	Phone
<b>Brunei</b>	Aker Solutions Sdn Bhd	<p>Lot 39 &amp; 40 Tapak Perindustrian Daerah Belait            Jalan Setia Diraja            Kuala Belait KA 3131            Negara Brunei Darussalam</p> <p>Attn: Finance Department</p>	+673 322 9883 / +673 322 9824
<b>China</b>	Aker Solutions (Shenzhen) Co., Ltd	<p>Room 1405, China Railway South            Headquarters Building            No.3333, Zhongxin Road (Shenzhen Wan            Section)            Nanshan District, Shenzhen, Guangdong, China</p> <p>Attn; Ms Molly Huang</p> <p>For foreign vendors using English written            language, please use for invoices,  <a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a></p> <p>For queries, please use  <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a></p>	<p>+86 755 2688 2635</p> <p>For foreign vendors;            +603 23005224</p>
<b>India</b>	Aker Powergas Pvt Ltd	<p><a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a></p> <p>Powergas House, i-Think Techno Campus,            Kanjurmarg (East), Mumbai - 400042,            Maharashtra, India</p> <p>For queries, please use  <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a></p>	+603 23005224

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India	Aker Powergas Subsea Pvt Ltd	<p><a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a></p> <p><b><u>Qubix Business Park;</u></b>            Qubix Business Park Pvt Ltd – SEZ, IT-2,            1<sup>st</sup> &amp; 2<sup>nd</sup> Floor, Rajiv Gandhi Infotech Park,            Phase I, Hinjewadi, Pune 411057            Maharashtra, India</p> <p><b><u>JK office;</u></b>            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</p> <p>For queries, please use  <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a></p>	+603 23005224
AFRICA	Aker Solutions Angola Ltd	<p><a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a></p> <p>Rua 6 –            I.L: Boavista AO, Luanda, Angola.            NIF: 5402116784/</p> <p>For queries, please use  <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a></p>	+44 208 811 7507

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AFRICA	Aker Solutions Enterprise Ltda	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a> Avenida Murtala Mohamede, nº8, 2ºandar (Edifício Prodiaman) Registered in Angola, NIF: 5417234516/ For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	+44 208 811 7507
	Aker Solutions Congo SA	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a> Croisement Rue Ngeli Ngeli et 26 Rue Tchikata, Quartier Wharf, Arrondissement 1 Lumumba BP 1154, Pointe Noire, République du Congo For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	+44 208 811 7507
	Aker Solutions Ghana Ltd	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a> Plot No. 1, Cape Coast Road Commercial Area North Baker Hughes Takoradi Oilfields Building. Takoradi, Western Region. Ghana For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	+44 208 811 7507
	Aker Solutions Nigeria Ltd	<a href="mailto:invoice@akersolutions.com">invoice@akersolutions.com</a> 13 Sumbo Jibowu street Ikoyi,Lagos Nigeria For queries, please use <a href="mailto:queries@akersolutions.com">queries@akersolutions.com</a>	+44 208 811 7507