



SOLSTAD OFFSHORE

Invoicing Instructions

Solstad Offshore ASA

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1.0 Global Invoicing Instructions – Solstad Offshore ASA.

This document contains instructions to guide you in submitting invoices that adhere to Solstad Offshore ASA requirements. Following these instructions will enable efficient processing of invoices. These instructions apply to all Solstad Offshore ASA group entities World Wide, unless country specific requirements apply.

Solstad Offshore ASA has implemented a standardized payment process and an electronic invoicing system (eye-share.com) World Wide.

To ensure an efficient use of the new processes, reducing the number of incorrect and misdirected invoices we encourage all our suppliers/vendors to migrate towards electronic invoicing.

With the introduction of the new system, Solstad Offshore ASA will over time **only** accept invoices submitted through e-mail (PDF) or electronically.

Invoices not matching the mandatory requirements will be returned and remain unpaid.

All invoices – PDF format and electronically must be sent to the following e-mail address, covering all Solstad Offshore ASA companies and group entities World Wide:

INVOICE@SOLSTAD.COM

If you have any questions about invoicing Solstad Offshore ASA or any of its legal entities World Wide – please use the contact information provide below:

ACCOUNTS.PAYABLE@SOLSTAD.COM

2.0 Incorrect invoices and returns

Any invoices with incorrect or missing information will be returned to the supplier/vendor with information that explains why the invoice cannot be processed. This contributes to streamlining the invoice verification and payment process to the benefit of both Solstad Offshore ASA and our suppliers/vendors.

3.0 Purchase Orders (PO) – if/when applicable:

As part of the move to a standardized way of payment processing, suppliers/vendors will now need to quote a purchase order number on the invoices. This is in keeping with standard industry practice and enables much better reconciliation of all invoices received within our procurement processes. Your main point of contact at Solstad Offshore ASA will be able to advise you if a purchase order is necessary. If it is, the person at Solstad Offshore ASA that is authorizing the requisition of goods or services from your company should be able to supply you with all the relevant details, so you can include them on your invoice. Please also refer to the mandatory information needed on the invoices.

1 PO = 1 Invoice.

Never include multiple PO`s on an invoice.

1 Vessel = 1 Invoice.

Never include multiple vessels on an invoice.

4.0 Mandatory information to be included on the Invoice:

Invoices submitted to Solstad Offshore ASA must contain as minimum the below information, where applicable.

Field	Description
Supplier Company Name	Legal name of supplier as registered by Solstad Offshore ASA
Supplier Registered Address	Supplier Address as registered by Solstad Offshore ASA
Supplier VAT Number	VAT Number as registered by Solstad Offshore ASA
Supplier contact person, telephone number and e-mail address	Full name, telephone number with country code and e-mail address
Supplier bank account for receiving the payment	Bank account number as registered by Solstad Offshore ASA. IBAN is preferred
Solstad Offshore ASA legal entity name and invoicing address	Correct Solstad Offshore ASA legal name and address
Vessel/ship name	Name of vessel that the invoice is related to.
Solstad Offshore ASA purchase number (PO) – or if instructed only contact person	PO as stated on the received and confirmed order.
Invoice Currency	Currency as stated on the PO. NOTE: Only one currency per invoice is accepted.
Statement “VAT Not included” if tax exemption is stated on the PO.	
OCR/KID number if relevant	
Order line reference for service	Order item containing service numbers. Applies to service invoices.
Order line reference for material	Order item containing details about material. Applies to material invoicing.
Service Number	Solstad Offshore ASA service number reference for ordered service.
Material Number	Solstad Offshore ASA material number reference for ordered material.
Unit price	Use the same unit price as in the PO.
Solstad Offshore ASA entity	Name of Solstad Offshore ASA entity invoice is made out to
Procurement Responsible	Name of Solstad Offshore Purchaser or point of contact as stated on PO.

5.0 Example of a Purchase Order (PO):

This example shows where to find mandatory information on a PO document to be included on an invoice.

SOLSTAD OFFSHORE

Solstad Shipping AS
Telephone +47 52 85 85 00
www.solstad.com
Org.no 977 228 476

1 Purchase Order

Ship: Normand Clipper

Supplier: **Supplier Name And Adress** **2**

Order no.: 604-0045-20
Ship: Normand Clipper
Order date: 22.01.2020
Delivery date: 29.01.2020
Supplier ref:
Quote Ref:
Our contact:
Delivery terms:
Forwarding by: **3**

Delivery Address:
Normand Clipper - In Transit
C/O Kuehne + Nagel AS (Stvg.)
Risørveia Havnerring 247
Section AY
4056 Tananger **4**

Invoice Address:
Solstad Shipping AS
P.O.BOX 13,
N-4207 SKUDENESHAVN
NORWAY **5**

Phone: +47 51 84 74 00
E-Mail: invoicereqs.no@kuehne-nagel.com

Org. nr: 977 228 476
Invoice by e-mail: invoice@solstad.com **5**

All shipment and correspondence must be clearly marked with ships name and PO-number.
VAT exemption applies for goods and services provided to seagoing vessels engaged in petroleum related operations.
The description of contents section of the waybill & commercial invoice should state: "ship spares" or "ship stores".
The following documentation shall be included in all consignments when applicable:
✓ English proforma invoice and packing list including corresponding custom tariff code (Ref: HS-Code)
✓ Material Safety Data Sheet (Ref: REACH-regulation / GHS / CLP)
✓ Material Declaration and Suppliers Declaration of Conformity (Ref: EU SRG / HKC)
✓ For marine equipment bearing the wheel mark™; EU Declaration of conformity (Ref: MED)
Materials containing asbestos shall not be delivered (Ref: SOLAS 11-1/3-5)
Materials containing Ozone-depleting substances (CFCs) shall not be delivered (Ref: MARPOL V1/12) **6**

Please confirm order as soon as possible.

LineNo.	Qty	Order line item	Unit price	Total price
1	1	PCE Hospital order Description: Removal of Medicin in Hospital	40.000,00	40.000,00
Sum Order lines			NOK	40.000,00
Shipment Cost			NOK	0,00
Order total			NOK	40.000,00

All goods are purchased according to Incoterms 2010

Purchase Orders (PO) issued by Solstad Offshore ASA or any of its subsidiaries are at all times subject to the Solstad Offshore ASA Standard Terms & Conditions. These Standard Terms & Conditions are available upon request. **8**

- 1) Name of the company issuing the Purchase Order (PO)
- 2) Supplier the Purchase Order (PO) is issued to
- 3) Purchase Order (PO) details;
 - ✓ - Order (PO) Number
 - ✓ - The ship issuing the PO
 - ✓ - Order date
 - ✓ - Requested Delivery date
 - ✓ - Supplier ref.
 - ✓ - Quote ref.
 - ✓ - Our Contact
 - ✓ - Delivery terms
 - ✓ - Forwarding by
- 4) Delivery Adress
 - ✓ Including contact details for deliveries
- 5) Invoicing Adress
 - ✓ Including Invoicing instructions
- 6) Important Information and instructions
 - ✓ VAT exemption for seagoing vessels engaged in petroleum related operations
 - ✓ Information about waybill & commercial invoice
 - ✓ REQUIRED documentation to be included in all consignments
 - ✓ Materials not to be delivered (SOLAS 11-1/3-5 and MAPROL V1/12)
- 7) Products ordered
- 8) Incoterms 2010 and Solstad Offshore ASA Standard Terms & Conditions

7.0 Recommendations to be followed:

- 1 PO = 1 Invoice. Never include multiple PO`s on an invoice.
- 1 Vessel = 1 Invoice. Never include multiple vessels on an invoice.
- Do not send invoices prior to delivery of goods/services, as this will cause delays in payment.
- It is recommended that the Invoice Date should be chronologically after the PO date.
- All line items or Itemization on Invoice must be exactly the same as provided in the Purchase Order to avoid any mismatch while posting of the invoice
- Do not send duplicate or photocopies of your invoices.
- Do not submit invoice with manual alterations. Invoices with manual alternations will not be accepted.
- Avoid sending invoices with color since it may affect the quality of the scanning process.
- The Purchase Order number should not be manually written in the invoice.
- Indicate in the invoice the Purchase Order number instead of only enclosing the copy of the PO.
- If adding the word "PO" next to the Purchase Order number, leave a blank space in between (E.g. PO 45886465 instead of PO45886465)
- The Purchase Order number should not be overlapped by a stamp or any other text.