

Electronic invoices to state enterprises

From 1 July 2012, state enterprises will require electronic invoices. The requirement applies to all procurement of goods and services.

Starting White Paper No. 36, "Det gode innkjøp" <Sound procurement> from 2009, describes how society's assets must be managed in the best possible manner. Electronic invoicing is one of the solutions discussed. This solution can save considerable resources, and it also has a significant environmental benefit through reduced paper consumption and fewer deliveries by regular post, which also reduces CO₂ emissions.

What is an electronic invoice?

- An electronic invoice is an invoice transferred electronically from seller to buyer without manual processing in the transfer
- Norway has a standard format for electronic invoices which was based on a European standard. In Norway the format is called Electronic Trade Format – EHF. For more information on the format, see <http://anskaffelser.no/e-handel/faktura/electronic-invoice>
- Transfer of invoice files must take place via an access point. An access point is a notification system which has an agreement relating to delivery of documents in a structured format to other access points.
- Electronic invoices sent from companies outside of Norway with a foreign organizational code, needs to be in PEPPOL BIS format. BIS is a format that is administrated by OpenPEPPOL. Information about BIS format can be found here; <https://peppol.eu/about-openpeppol/>

An electronic invoice is not a pdf file in an email or a link to an invoice hotel.

What does the supplier have to do?

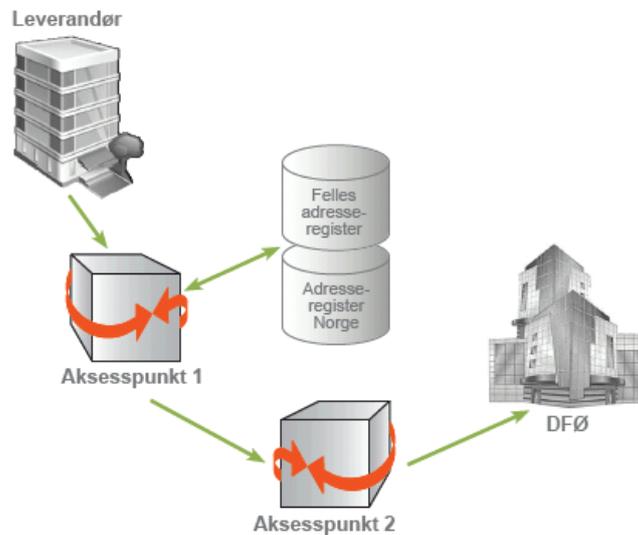
As a supplier you must enter into an agreement with an access point. It is a precondition that you can deliver Electronic Trade Format (EHF) yourself, or via others. You can produce your invoices in EHF in a designated invoice system, use communication services connected to the access point, or use a web-based invoice portal.

If you cannot produce invoices in your own accounting system, do not have an accounting system, or do not have the possibility to connect to an access point, a web-based invoice portal is an alternative. A web-based invoice portal is a solution where you can register your invoice and have it sent correctly. For more information on this, see <http://anskaffelser.no/e-handel/artikler/web-faktura-leverandorer>

Use of company portals with the banks is also an alternative. Contact your bank for any questions.

For more information on electronic invoices, see www.dfo.no/efb

This is how electronic invoices work:



1. Leverandøren utsteder en faktura
2. Leverandørens fakturasystem sender fakturaen til sitt aksesspunkt
3. Leverandørens aksesspunkt spør et sentralt fellesregister om kjøper kan motta faktura og hvor den skal sendes
4. Leverandørens aksesspunkt sender fakturaen til kjøperens aksesspunkt
5. Aksesspunkt sender fakturaen til kjøper
6. Kjøper behandler fakturaen

text in figure:

1. Supplier issues an invoice
2. Supplier's invoicing system sends the invoice to its access point
3. Supplier's access point asks a central joint registry if the buyer can receive the invoice and where to send it.
4. The supplier's access point sends the invoice to the buyer's access point
5. The access point sends the invoice to the buyer
6. The buyer processes the invoice

If you have any questions regarding electronic invoices or how to get started, contact the Norwegian Government Agency for Financial Management at email elfak@dfo.no.