IKEA/Ingka Invoice requirements Country Norway

Information and requirements to support a smooth invoicing process

INGKA®

Content

Company Addresses in scope*

Company code	Company	VAT number	Address
2400	IKEA AS	NO914787521MVA	Postboks 54 1375 BILLINGSTAD NORGE
4301	IKEA Handel og Eiendom AS	NO910224166MVA	Postboks 54 1375 BILLINGSTAD NORGE
4302	Nydal Øst AS	NO911655675MVA	Postboks 54 1375 BILLINGSTAD NORGE
4310	IKEA Eiendom Holding AS	NO990874859MVA	Postboks 54 1375 BILLINGSTAD NORGE
4311	Landbruksveien 2 AS	NO990861986MVA	Postboks 54 1375 BILLINGSTAD NORGE
4312	Grenseveien 2 AS	NO990861870MVA	Postboks 54 1375 BILLINGSTAD NORGE
4314	Strømsveien 303 AS	NO890861792MVA	Postboks 54 1375 BILLINGSTAD NORGE
4315	Nesbruveien 40 AS	NO990861757MVA	Postboks 54 1375 BILLINGSTAD NORGE

* Ingka Centres excluded

Company Addresses in scope*

Company code	Company	VAT number	Address
4315	Nesbruveien 40 AS	NO990861757MVA	Postboks 54 1375 BILLINGSTAD NORGE
4316	Dalaveien AS	NO990861609MVA	Postboks 54 1375 BILLINGSTAD NORGE
4317	Forus-Nord AS	NO990861528MVA	Postboks 54 1375 BILLINGSTAD NORGE
4318	Snelledalen AS	NO992685905MVA	Postboks 54 1375 BILLINGSTAD NORGE
4319	Danebuåsen AS	NO994290126MVA	Postboks 54 1375 BILLINGSTAD NORGE
4322	Stormåsan Lager AS	NO917338051MVA	Postboks 54 1375 BILLINGSTAD NORGE
4323	Vestby Sør To AS	NO918717617MVA	Postboks 54 1375 BILLINGSTAD NORGE
4305	Kaggen gård AS	NO985834768MVA	Postboks 54 13775 BILLINGSTAD NORGE

* Ingka Centres excluded

Invoice requirements

As supplier you are responsible for making sure your invoice contains all necessary information, as per below, and complies to all local legal requirements

Supplier information

- Company name
- Street address
- Zip-code
- City
- Contact email address
- **VAT number**
- In case of **EU bank accounts**: IBAN number, SWIFT, Bank name
- In case of **NON-EU bank accounts**: account number, SWIFT, routing number (ABA/ACH/Wire/Bank code/CNAPS/IFSC Code), bank
- Currency
- Payment terms

IKEA/INGKA information

- **IKEA** full entity **name**
- **Store** name/number (if applicable)
- Store/IKEA entity **address**
- **IKEA VAT** number
- Contact name at IKEA

Purchase Order information (PO)

- Correct **PO number**
- If you have multiple entities with different account/VAT/GST numbers, please ensure that the **invoice is issued with the details provided in the received order**
- Ensure the product **quantity** and **price** match the received order.
- Use the same **product descriptio**n as in the received order.
- Follow the **same sequence of products** on the issued invoice as in the received order.

Additional information

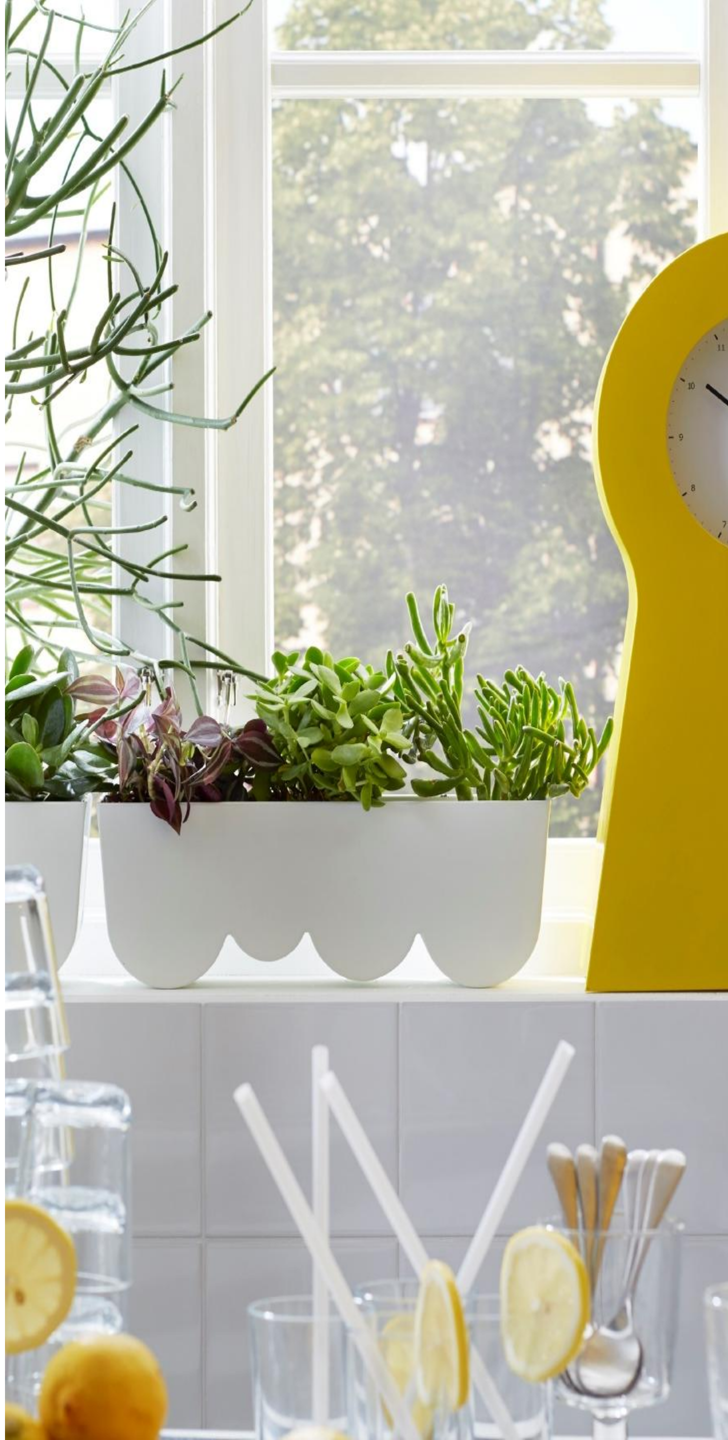
- Ensure the document includes an invoice number, using terms like “**Invoice**”, “bill” etc.
- For **credit notes**, ensure that the original **invoice reference number** is included.
- If you are invoicing for a service, please make sure you state where the service was carried out

Invoicing methods in Norway

IKEA promotes a more efficient and environmentally friendly handling of supplier invoices and recommends suppliers to send electronic invoices (e-invoices).

If this is not possible, pdf invoices by email is the alternative.

- ✓ **PEPPOL / EHF invoicing – see special instructions on pages 7 – 9**
- ✓ **PDF Attachment to Email – See slide 10**



EHF and PEPPOL Addresses

Company code	Company	VAT number	PEPPOL / EHF Address
2400	IKEA AS	NO914787521MVA	0192:914787521
4301	IKEA Handel Og Eiendom AS	NO910224166MVA	0192:910224166
4302	Nydal Øst AS	NO911655675MVA	0192:911655675
4310	IKEA Eiendom Holding AS	NO990874859MVA	0192:990874859
4311	Landbruksveien 2 AS	NO990861986MVA	0192:990861986
4312	Grenseveien 2 AS	NO990861870MVA	0192:990861870
4314	Strømsveien 303 AS	NO890861792MVA	0192:890861792

* Ingka Centres excluded

EHF and PEPPOL Addresses

Company code	Company	VAT number	PEPPOL / EHF Address
4315	Nesbruveien 40 AS	NO990861757MVA	0192:990861757
4316	Dalaveien AS	NO990861609MVA	0192:990861609
4317	Forus-Nord AS	NO990861528MVA	0192:990861528
4318	Snelledalen AS	NO992685905MVA	0192:992685905
4319	Danebuåsen AS	NO994290126MVA	0192:994290126
4322	Stormåsan Lager AS	NO917338051MVA	0192:917338051
4323	Vestby Sør To AS	NO918717617MVA	0192:918717617
4305	Kaggen gård AS	NO985834768MVA	0192: 985834768

* Ingka Centres excluded

Instructions for suppliers invoicing via EHF / PEPPOL

Please note that for us to be able to process your invoice and pay it without delay, you must always include the provided Purchase Order number in the correct field in your electronic invoice file.

cac:OrderReference

Cardinality 0..1

Namespace `cac` urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2"

Child elements

Card	Name	Description
1..1	cbc:ID	**Purchase order reference** *An identifier of a referenced purchase order, issued by the Buyer. An invoice must have buyer reference (BT-10) or purchase order reference. In cases where sales order reference is provided, but there's no purchase order reference, then use value "NA" as this element is mandatory in UBL.* Example value: `98776`
0..1	cbc:SalesOrderID	**Sales order reference** *An identifier of a referenced sales order, issued by the Seller. In cases where sales order reference is provided, but there's no purchase order reference, then set cac:OrderReference/cbc:ID to value "NA" as this element is mandatory in UBL.* Example value: `112233`

Information for sending invoices as PDF attachments

If electronic invoicing isn't possible, pdf invoices are allowed but please ensure the below requirements are met, else there is a risk of having the invoice rejected.

Please send all invoices for IKEA Norway to the following address: Invoiceno@ingka.ikea.com

- The email address must be entered in the recipient "TO" field in the email message. Multiple email addresses are not supported in "TO"-field.
- Only PDF attachments are accepted.
    - Supported and required PDF formats: 1.2, 1.3, 1.4, 1.5, 1.6, 1.7 and PDF/A-1, PDF/A-2, PDF/A-3
    - If an email also contains other non-valid attachments (i.e. .docx) only the PDF attachment will be processed, and rest of the attachments will be ignored without any acknowledge to Sender or Customer.
    - One attachment is one invoice. If one attachment includes several invoices, they are handled as one
- One attachment must contain both invoice and its attachments. If one invoice and its appendixes are in separate files, they are not handled as one invoice. The separate appendix is rejected.
- One email can include up to 10 attachments.
- Maximum size for one attachment or one email in total is 10 MB.
- Maximum layout size for an attachment is A4 (no minimum size limitation).
- Maximum page limit for one attachment (one invoice) is 500 pages.
- PDF files cannot be encrypted or password protected.
- Fonts need to be included in the PDF if it contains text layouts.
- The email shall follow standard protocols Java based encoding, MIME 1.0/1.1 with RFC 5322, 2231 and 2045.

How to get Support

Finance Support

- Invoice Status
- Invoice Dispute
- Remittance Advice
- Payment reminders

Accounts.payable.no@ingka.ikea.com

Procurement Support

- Questions related to SAP Business Network Purchase Orders
- Change of your company address
- Change of your PO receiving e-mail address

Procurement.operations.no@ingka.ikea.com

FAQ

Q: We are interested in e-invoicing, how can we get support to set it up?
A: Procurement.operations.no@ingka.ikea.com

Q: Why do we sometimes receive emails from accounts.payable.no@ingka.ikea.com and is there any action needed?
A: It is the supplier data confirmation team, asking you to confirm VAT/bank details.

Q: Why can I only send my invoice through either PDF or electronically – If I use several methods I will be sure you have received it.
A: Duplicate invoices requires a lot of manual administration which is very time consuming.

Q: How do I know if you (IKEA) have received my invoice?
A: If you are unsure, contact accounts payable before sending a new invoice