atNorth standard invoice requirements

Below listed invoice requirements are applicable for all invoices for atNorth.
Please read explanations carefully

Invoice format requirements
atNorth invoice addresses

Finland	Denmark	Iceland
atNorth Oy 3256873-3 Sinimäentie 6A 02630 Espoo, Finland	atNorth ApS 44117665 Tonsbakken 12 2740 Skovlunde Denmark	atNorth ehf 571115-0690 Steinhella 10 221 Hafnarfjörður Iceland
Possible invoice channels: E-invoicing PDF invoices	Possible invoice channels: E-invoicing PDF invoices	Possible invoice channels: E-invoicing PDF invoices
E-invoicing for Finland: Peppol,Interconnect	E-invoicing for Denmark: Peppol, Nemhandel, Interconnect	E-invoicing for Iceland: Peppol, Skeytamiðjan
PDF invoices for Finland: fi-accounting@atnorth.com	PDF invoices for Denmark: dk-accounting@atnorth.com	PDF invoices for Iceland: is-accounting@atnorth.com

Sweden	Norway
atNorth AB, 5591471395 atNorth Holding AB, 5591471569 Esbogatan 4 164 74 Kista Sweden	atNorth A/S 919 900 296 c/o Crowe Partner Revison AS Postboks 1942 Vika 0125 Oslo Norway
Possible invoice channels: E-invoicing PDF invoices	Possible invoice channels: PDF invoices
E-invoicing for Sweden: Peppol, Interconnect	E-invoicing for Norway: Not available
PDF invoices for Sweden: se-accounting@atnorth.com	PDF invoices for Norway: no-accounting@atnorth.com

Invoice data and requirements

Invoices need to contain the listed contents from invoice data below. Missing information can lead to the rejection of your invoice.

	Invoice data	Explanation
1	Full name and full legal address of the supplier of the services/goods	
2	Full name and full legal address of the receiving atNorth entity of the services/goods	Please see atNorth invoice addresses at the top
3	VAT number of supplier	
4	VAT number of the atNorth entity	
5	Name of the document	Invoice, credit note or other title
6	Invoice number	Needs to be unique
7	Invoice date	
8	Delivery/service date	
9	Description/nature of the goods or services	
10	Quantity	

11	Unit of measure	
12	Invoice net, gross and VAT amount including VAT rate	VAT rate and amounts on line item level, if several line items are invoiced. If no VAT is charged, certain reference is mandatory
13	Currency	
14	Currency rate	If applicable If an invoice is issued in a foreign currency with local VAT, the currency rate is mandatory

	Invoice data	**Explanation**
15	Bank account or IBAN of the supplier	
16	In case of invoice corrections, credit notes: Reference to original invoice	
17	atNorth company code	Please see atNorth invoice addresses at the top
18	atNorth Purchase order number	Only one purchase order number per invoice allowed

19	In case you have not received a Purchase order number from atNorth: atNorth reference person including first name, last name and atNorth e-Mail address	
20	Invoices for different cost centers should be invoiced separately	
21	Documentary proof documents	If agreed in the contract, e.g. acceptance report, hours list etc. Attached to the invoice as pdf.
22	**Finland & Sweden**: In case of construction services, specific text reference for this type of reverse charge is mandatory ("Omvänd skattskyldighet")	
23	**Denmark**: In case G-Account payments are needed, this needs to be mentioned on the invoice, including G-Account number.	

Explanation:

Legal invoice requirements, mandatory information
atNorth invoice requirements, mandatory information
atNorth regional requirements, mandatory information

Unless otherwise agreed in the relevant contract, the client is entitled to reject the invoice if incompleteness or incorrectness of an invoice causes significant problems in assigning and/or checking the invoice.

The client assumes that the expediting date of the invoice is equal to the invoice date. Collective invoices (invoices with multiple Purchase order numbers) will not be accepted.

Questions regarding submitted invoices can be asked at atNorth accounting department

Finland

fi-accounting@atnorth.com

Denmark

dk-accounting@atnorth.com

Sweden

se-accounting@atnorth.com

Iceland

is-accounting@atnorth.com

Norway

no-accounting@atnorth.com