

HOW TO SEND E-INVOICES TO University of Bergen and other companies accounted there.

Dear supplier to University of Bergen and other companies accounted by University of Bergen,

University of Bergen and companies accounted by University of Bergen (only referred to as University of Bergen during the rest of this document) can now receive electronic invoices through Baswares Business Transactions service (BT). By following the instructions in this document you can begin sending your invoices electronically and benefit from significant cost reductions both for yourself and your customers.

Below you will find step-by-step instructions helping you get started. University of Bergen's specific requirements is displayed in the documents last part.

STEP 1. Contact your einvoice operator

If you are already connected to an einvoice operator (either the financial and non-financial network in Norway), please ensure that your operator support interoperation with Basware. Feel free to forward this document to your operator.

If you are currently unable to send einvoices and/or not connected to an einvoice operator, feel free to contact Basware; we can help. You can find contact details below.

If you can not send e-invoices from your system, then it is possible to transmit using Basware's invoice portal. This is a free solution for you as a supplier.

Link to portal: <https://portal.basware.com/open/uib>

STEP 2. Create an invoice

Create an invoice in accordance with the requirements below. In order for University of Bergen to properly automate their invoice flow, it is important that all required fields are included in the invoice.

STEP 3. Send the invoice

Send the invoice to your einvoice operator who will forward the invoice to Baswares Business Transactions access point (Basware BT). Basware BT will validate and convert the invoice in accordance with University of Bergen's requirements and forward it to University of Bergen.

When you start sending invoices, please notify University of Bergen and Basware per e-mail (contact details below).

STEP 4. Receive feedback

University of Bergen will control the invoice and, if necessary, ask you to modify the data and repeat step 2 and 3. Alternatively you will receive a confirmation to go live and start sending einvoices.

If you or your operator require assistance during this process, don't hesitate to contact us at Basware.

Best regards,
Basware AS

SPESIFIC INFORMATION ON University of Bergen AS RECEIVER OF INVOICES

A. Invoice addresses

Please include the correct invoice address on the invoice. This address is necessary for correct delivery of the invoice.

Company / Unit	Invoice address (PEPPOL)
University of Bergen	9908:874789542
Uni Research AS	9908:985827117
Stiftelsen Universitetsforskning Bergen	9908:959680620
Norsk Samfunnsvitenskapelig Datatjeneste AS	9908:985321884
Unifond AS	9908:995200090
Cessda AS	9908:912125912

B. Mandatory information on invoices sent to University of Bergen

Please ensure that the following information is included in your invoices to University of Bergen. Many of these fields are required by law, while others are important for proper invoice automation at University of Bergen.

Type of data	Comment	EHF-location
Suppliers invoice address	ID representing invoice issuer	/ Invoice / AccountingSupplierParty / Party / EndpointID
Supplier name		/ Invoice / AccountingSupplierParty / Party / PartyName / Name
Supplier postal address		/ Invoice / AccountingSupplierParty / Party / PostalAddress
Supplier organization number		/ Invoice / AccountingSupplierParty / Party / PartyLegalEntity / CompanyID
Supplier bank account number		/ Invoice / PaymentMeans / PayeeFinancialAccount / ID[@schemeID='BANK']
Supplier SWIFT code (BIC)	Only required from suppliers not invoicing from a Norwegian organization number	/ Invoice / PaymentMeans / PayeeFinancialAccount / FinancialInstitution / ID[@schemeID='BIC']
Supplier IBAN	Only required from suppliers not invoicing from a Norwegian organization number	/ Invoice / PaymentMeans / PayeeFinancialAccount / ID[@schemeID='IBAN']
Customer invoice address	See table above	/ Invoice / InvoiceAccountingCustomerParty / Party / EndpointID
Customer name		/ Invoice / AccountingCustomerParty / Party / PartyName / Name

Customer postal address		/ Invoice / AccountingCustomerParty / Party / PostalAddress
Buyers order number	Note section C, 1	/ Invoice / OrderReference / ID
Buyer code	Note section C, 2 & 3 If buyer code is not given, please put buyers order number in this field.	/ Invoice / AccountingCustomerParty / Party / Contact / ID
Your reference	Additional field where either buyers order number or buyers code can be registered	/ Invoice / AccountingCustomerParty / Party / Contact / Name
Invoice number		/ Invoice / ID
Invoice date		/ Invoice / IssueDate
Due date		/ Invoice / PaymentMeans / PaymentDueDate
Gross amount	Invoice total sum including VAT	/ Invoice / LegalMonetaryTotal / PayableAmount
Net sum	Invoice total sum excluding VAT	/ Invoice / LegalMonetaryTotal / LineExtensionAmount
VAT total amount		/ Invoice / TaxTotal / TaxAmount
Currency	3 characters currency code (ie. NOK)	/ Invoice / DocumentCurrencyCode

C. Additional information – please note the following:

1. In some cases University of Bergen use **order numbers** for automatic invoice flow, matching against orders/requisitions. It is therefore important that you include buyers order number if available. Buyers order number consists of '**PM**' + **7 digit number** (Ie: PM1312345).
2. In some cases University of Bergen use **buyer code** for automatic invoice flow. The buyer code consists of **six (6) digits** and will be provided by University of Bergen when necessary. The field buyer code (/Invoice / AccountingCustomerParty / Party / Contact / ID) is a **mandatory field**. If there is no given information on the buyer code please copy the buyers order number (/ Invoice / OrderReference / ID) from its field to the buyer code field or the einvoice will not be accepted into the Peppol network.
3. All invoices must have one of the following data included: buyers order number or buyer code. Buyers order number must be included if provided when order was made. Buyer code must be included if no order number is available.
4. In certain cases, University of Bergen will use contract number for automatic matching of recurring invoices. Contract Number has the following EHF-identification:
/ invoice / Contract Document Reference / ID.
The use of Contract Number will be agreed directly with potential suppliers.
5. Together with the einvoice (which is a file in XML-format) University of Bergen wishes to receive invoice images as PDF attachments. Your einvoice operator may be able to help if you cannot provide invoice images as PDF.

CONTACTINFORMATION

University of Bergen	regnskap-saksbehandler@uib.no
Basware AS	support.center.scandinavia@basware.com