



## DNB's requirements for eFaktura (electronic invoice) delivery

### 1.1 Electronic invoice delivery

The Vendor may send electronic invoices to the Customer:

- Through a separate message communicator linked to a special access point, or
- As an online invoice («Webfaktura») from the Vendor's Internet banking service

Electronic invoices must be submitted in EHF formats (Required by the Norwegian government for invoices and credit notes).

All invoiced amounts shall be specified in Norwegian kroner – NOK.

### 1.2 The Vendor's electronic invoices must meet the following requirements:

Requirement	General description
Addressing	Organisation number.
Vendor data	Business registration number: XXXXXXXXXMVA Business enterprise/entity register Reference person Telephone number E-mail address
Customer – legal entity in the DNB Group	Name of the company in the DNB group that is to pay for the item/service, for example DNB Bank ASA, DNB Livsforsikring, DNB Asset Management.
The buyer's invoicing address	The address of the legal entity in question. See the addresses in the table at the end of the document
The buyer's reference	Full name of the contact person (first and last name) E-mail address (should preferably be included)
The buyer's delivery address	Street address, postal number and town/city
Order number	Vendors who are linked to DNB's purchasing portal must specify DNB's order number in the electronic invoice The format is DNB00XXXXXX Placing in EHF formats: ID/OrderReference/ID
Contract number	Should be included if there is one, and should, in such event be in the format used in DNB's contract system: DNB-XXXX-XXX
Attachments	DNB can receive attachments in pdf-format

Questions about electronic invoices ("eFaktura") should be sent to [fakturaogreiseoppgjor@dnb.no](mailto:fakturaogreiseoppgjor@dnb.no) with reference to this agreement.

### 1.3 Companies in the DNB group that can be invoiced electronically (recipients registered in the ELMA-register)

Legal entity	Invoice address	Org.nr	Email (pdf-invoice see point 1.3)
DNB BANK ASA	DNB Bank ASA Attn: DNB Bank ASA Skanning / Navitro Postboks 50 3602 Kongsberg	984851006	scanning+dnb.DNB_Bank_ASA@ehfportal.no
DNB Asset Management AS (DAM N01)	DNB Bank ASA Att: DNB Asset Management AS Skanning / Navitro Postboks 50 3602 Kongsberg	880109162	scanning+dnb.AMN01@ehfportal.no
DNB Livsforsikring AS	DNB Bank ASA Att: DNB Livsforsikring ASA Skanning / Navitro Postboks 50 3602 Kongsberg	914782007	scanning+dnb.LFG01@ehfportal.no



Legal entity	Invoice address	Org.nr	Email (pdf-invoice see point 1.3)
DNB Næringseiendom AS (NE120)	DNB Bank ASA Att: DNB Næringseiendom AS – NE120 Skanning / Navitro Postboks 50 3602 Kongsberg	936237592	scanning+dnb.NE120@ehfportal.no
DNB Eiendomsholding AS (NE100)	DNB Bank ASA Att: DNB Næringseiendom AS – NE100 Skanning / Navitro Postboks 50 3602 Kongsberg	992670886	scanning+dnb.NE100@ehfportal.no
Sørlandssenteret Eiendom AS (NE770)	DNB Bank ASA Att: DNB Næringseiendom AS – NE770 Skanning / Navitro Postboks 50 3602 Kongsberg	986958479	scanning+dnb.NE770@ehfportal.no
Vestby Senterutvikling AS (NE780)	DNB Bank ASA Att: DNB Næringseiendom AS – NE780 Skanning / Navitro Postboks 50 3602 Kongsberg	913846877	scanning+dnb.NE780@ehfportal.no
DNB Barcode 123 Holding AS (NE801)	DNB Bank ASA Att: DNB Næringseiendom AS – NE801 Skanning / Navitro Postboks 50 3602 Kongsberg	990648557	scanning+dnb.NE801@ehfportal.no
Sameiet Godthaab Lysakerfjorden (NE286)	DNB Bank ASA Att: DNB Næringseiendom AS – NE286 Skanning / Navitro Postboks 50 3602 Kongsberg	985387583	scanning+dnb.NE286@ehfportal.no
Barcode Kjøling AS (NE299)	DNB Bank ASA Att: DNB Næringseiendom AS – NE299 Skanning / Navitro Postboks 50 3602 Kongsberg	997749340	scanning+dnb.NE299@ehfportal.no
DNB Næringskreditt AS	DNB Bank ASA Att: Næringskreditt Skanning / Navitro Postboks 50 3602 Kongsberg	846069062	scanning+dnb.NK038@ehfportal.no
DNB Boligkreditt AS	DNB Bank ASA Att: Boligkreditt Skanning / Navitro Postboks 50 3602 Kongsberg	985621551	scanning+dnb.BK033@ehfportal.no
DNB Eiendom AS	DNB Eiendom AS Regnskap Postboks 1600, sentrum 0021 Oslo	910968955	regnskap@dnbeiendom.no

An updated list can always be found on the Norwegian-language version of [DNB.no/Om\\_oss](http://DNB.no/Om_oss), in the section “Anskaffelser og innkjøp / eFaktura krav”. The Vendor undertakes to keep itself updated.



#### 1.4 PDF-invoices

If the supplier does not have a system which supports electronic invoicing, invoices can be sent as PDF-files via e-mail.

The PDF-invoices must meet the following requirements:

- Invoice and specifications/attachments must be part of the same PDF-file.
- It's possible to send multiple PDF-invoices in one e-mail
- PDF is the only format accepted.
- Additional information in the e-mail will not be read and processed

DNBs legal entities have separate e-mail addresses.  
See complete list in table 1.3.

All other communication such as reminders etc. shall be sent to the email address [Fakturaogreiseoppgjor@dnb.no](mailto:Fakturaogreiseoppgjor@dnb.no)