



DNB's requirements for eFaktura (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.

1.1 The Vendor's electronic invoices must be the following requirements:

Requirement	General description
Addressing	Organisation no.
Vendor data	Business registration number: XXXXXXXXXXXMVA Business enterprise/entity register Reference person Telephone number
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	Must contain the 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 with reference to this agreement.

1.2 Companies in the DNB group that can be invoiced electronically (receivers registered in ELMA-register)

Entity/unit	Invoicing address	eFaktura ID (BIC-IBAN):
DNB BANK ASA	DNB Bank ASA Faktura og reiseoppgjør Postboks 1600, sentrum 0021 Oslo	984851006
DNB Asset Management AS (DAM N01)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Asset Management AS Postboks 1600, sentrum 0021 Oslo	880109162
DNB Private Equity AS (DAM N70)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Private Equity AS – N70	991609490



Entity/unit	Invoicing address	eFaktura ID (BIC-IBAN):
	Postboks 1600, sentrum 0021 Oslo	
DNB Livsforsikring ASA	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Livsforsikring ASA Postboks 1600, sentrum 0021 Oslo	914782007
DNB Kjøpesenter og Hotell (NE103)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Næringseiendom AS – NE103 Postboks 1600, sentrum 0021 Oslo	899277902
DNB Kontor AS (NE106)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Næringseiendom AS – NE106 Postboks 1600, sentrum 0021 Oslo	999277705
DNB Næringseiendom AS (NE120)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Næringseiendom AS – NE120 Postboks 1600, sentrum 0021 Oslo	936237592
Lade Handelpark DA (NE750)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Næringseiendom AS – NE750 Postboks 1600, sentrum 0021 Oslo	992312270
Sørlandssenteret Eiendom (NE770)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Næringseiendom AS – NE770 Postboks 1600, sentrum 0021 Oslo	986958479
Vestby Senterutvikling DA (NE780)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Næringseiendom AS – NE780 Postboks 1600, sentrum 0021 Oslo	913846877
DNB Barcode 123 Holding AS (NE801)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Næringseiendom AS – NE801 Postboks 1600, sentrum 0021 Oslo	990648557
Sameiet Godthaab Lysakerfjorden NE286)	DNB Bank ASA Faktura og reiseoppgjør Att: DNB Næringseiendom AS – NE286 Postboks 1600, sentrum 0021 Oslo	985387583
DNB Næringskreditt	DNB Bank ASA	846069062



Entity/unit	Invoicing address	eFaktura ID (BIC-IBAN):
	Faktura og reiseoppgjør Att: Næringskreditt Postboks 1600, sentrum 0021 Oslo	
DNB Boligkreditt	DNB Bank ASA Faktura og reiseoppgjør Att: Boligkreditt Postboks 1600, sentrum 0021 Oslo	985621551
DNB Eiendom AS	DNB Eiendom AS Regnskap Postboks 1600, sentrum 0021 Oslo	910968955

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

1.3 Invoice to entities of DNB which do not accept EInvoice

The below legal entities of DNB do not accept eInvoice:

DNB Forsikring AS (org.nr 993020214)

DNB Meglerservice AS (org.nr 979462433)

DNB Næringsmegling AS (org.nr 975265145)

Invoices for DNB Forsikring should be sent as PDF via e-mail to: fakturaogreiseoppgjor@dnb.no

Invoices to DNB Meglerservice AS and DNB Næringsmegling should be sent by physical post.

1.4 PDF invoices

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

Invoices in PDF can be emailed directly to: pdffaktura@dnb.no

The invoice must start on the first page of the PDF file and any attachments and information must be in following pages in the same PDF file.

If the Vendor is sending multiple invoices to DNB, **each individual** invoice must be in a separate email in a PDF file (i.e. one invoice per e-mail)

All other communication such as reminders etc. shall be sent to the email address Fakturaogreiseoppgjor@dnb.no