



Att: Our suppliers

## **EHF-invoice for Mesta AS - 992 804 440**

We request that invoices addressed to our company follow the guidelines and instructions outlined in this letter.

Please also see our website for further information

### **1) Formatting, referencing and labelling requirements – EHF-invoices.**

To ensure swift and correct payments for our suppliers, it is important that incoming invoices contain the correct references within Mesta AS. All incoming invoices should be labelled with a valid reference which is either of the following:

- Work order number (arbeidsordrenummer)
- Purchasing order number (innkjøpsordrenummer)

**Work order number** should always contain 6 digits, followed by a hyphen and another 4 digits (Example: 200496-2020). Working orders should always be provided with an outgoing order from Mesta AS. In the rare event that Mesta has not provided you with this information, please get in touch with us.

**Purchasing order number** should always start with the number seven, and contain 7 digits in total (Example: 7999999). Purchasing order numbers are only relevant if such a number is received by email from Mesta AS. Our suppliers that in relation to winter maintenance receive purchasing orders through the use of "driftslogg" by Mesta AS should label their invoice with purchasing order numbers.

**When providing work/purchasing order numbers in the relevant field, it is important that you only type the digits/symbols included in your number/code. This means that you should NOT include any other information such as a prefix, names, or any other potentially relevant information with the reference.**

**Work order number** should be in the following fields:

In the event of supplier invoices that are sent in **EHF 3.0** format, write the work order number in the black field below:

```
<cbc:BuyerReference>200496-2020</cbc:BuyerReference>
```

In the event of supplier invoices that are sent in **EHF 2.0** format, write the work order number in the black field below:

```

<cac:AccountingCustomerParty>
  <cac:Party>
    <cac:Contact>
      <cbc:ID>201961-6004</cbc:ID>
    </cac:Contact>
  </cac:Party>
</cac:AccountingCustomerParty>

```

In the event of purchasing invoices, purchasing order number should be in the black field below (applicable to both EHF 2.0 and EHF 3.0):

```

<cac:OrderReference>
  <cbc:ID>7516438</cbc:ID>
</cac:OrderReference>

```

Invoice viewing copies and attachments should all be saved one single PDF-file, where the front page of the invoice is the first page of the file. This will be included in the XML-file which is a binary attachment (base 64 embedded).

The invoice viewing copy should always have the value “commercial invoice”.

If any questions arise to this change or generally regarding invoice-labelling, feel free to contact us at [mesta.regnskap@azets.no](mailto:mesta.regnskap@azets.no) or by phone at 05200.

## 2) Requirements for invoices sent by e-mail.

The invoice must be sent in either TIF or PDF format to the relevant e-mail address. There is a requirement that the invoice can only contain **one file**, but the e-mail can contain multiple files (invoices). Work/purchasing order number must be included in the field called your reference (deres ref) in the same format as outlined for EHF invoices above. The invoices must be in A4-format.

## 3) Invoicing address

Org. nr.	Company name	Delivery method	Address
992 804 440	MESTA AS	E-mail	invoice-992804440@vismabpo.no
992 804 440	MESTA AS	Mail/Paper	Mesta AS c/o Visma Services Norge AS Postboks 3210 7435 Trondheim

We primarily wish to receive invoices by EHF in order for the process of reception and payment to be as fast and accurate as possible.

Please note that all invoices to Mesta AS are processed automatically, including those sent by e-mail. Therefore it is important that the e-mail only contains **invoices, credit invoices or potential payment reminders**. Any text in the e-mails will not be read.

#### **4) Terms of payment**

Mesta AS operates with a standard policy of 30 days until due date on all supplier agreements.

Kind regards,  
Azets Insight AS, on behalf of Mesta AS