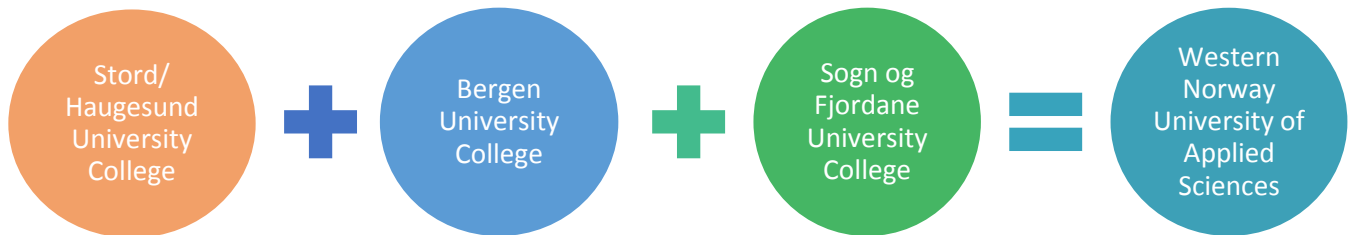


Sender: Western Norway University of Applied Sciences, Postbox 7030, 5020 Bergen

22.12.2016

Stord/Haugesund University College, Bergen University College and Sogn og Fjordane University College merges to form Western Norway University of Applied Sciences from 1.1.2017.



**The new organization has:**

- Electronic invoice address: **9908:917641404 sent as the European standard format PREPPOL BIS**. The electronic invoice address is not an EAN number and is not the same as sending an invoice as attachment to an e-mail. Look at the bullet point below.
- Invoice address: [faktura@hvl.no](mailto:faktura@hvl.no) for invoices in PDF-format, sent as attachment to an e-mail. Invoice and attachment has to be sent as one document.
- Address for invoices sent by mail: Western Norway University of Applied Sciences, Postbox 363 Alnabru, 0614 Oslo (attachments have to be fastened with paper clip)

**Invoices and eventual reminders have to satisfy these demands to be handled:**

- **Correct** name and address.
- The invoice **has to** contain an ordering-code. This code contains numbers and letters, for example like this: 255105TB.
- Additionally, invoice for ordering through procurement system **has to** contain an order number, for example: UH1626167
- We **must** have received an invoice that fulfils the demands above to handle associated reminder/debt collection notice.

Invoices or reminder that do not fulfil the demands above will be returned and a new invoice with new deadline for payment must be sent. Western Norway University of Applied Sciences do not take any consequence with eventual additional costs or interest expenses if the demands are not responded to.

Unless otherwise agreed, Western Norway University of Applied Sciences has a **30 days payment conditions**.

For Western Norway University of Applied Sciences

Daily manager

Tage Båtsvik