

TELIA COMPANY INVOICING GUIDELINES

- 1 Please state your company name here
- 2 Add: Your address, VAT registration no. and Telephone no.
- 3 State:
Telia Company legal entity name
Telia Company invoicing address
- 4 State: Purchase Order number
- 5
 - Matching of invoice and Purchase Order should be on line item level and not only on total amount
 - Invoice only delivered quantity/amount with the same unit of measure as the one(s) indicated on the PO
 - State item specification(s)/description(s) as described in the Purchase Order
- 6 Purchase Order and invoice line item number must be the same
- 7 Invoice currency must be the same as currency on the Purchase Order
- 8 Add correct bank account for your payment

Invoice					
1 Supplier Name (Your Company Name)		2 Supplier address VAT registration number Telephone number			
3 Telia Company legal entity name Telia Company invoicing address		4 Invoice Number Invoice Date Purchase Order Number			
5					
6					
PO line item	Quantity	Specification	Unit price	Unit	Net amount
1	1	Tidningen Afasi	330	Each	330
2	1	Tidningen Afasi	330	Each	330
3	1	Bok og bibliotek	823,37	Each	823,37
7					
8					
Required bank information: Bank account/bankgiro/plusgiro IBAN number OCR/payment reference					