

Dear Supplier:

Please note

ColliCare Logistics AS  
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NO 980 953 343MVA  
Moss, 02.07.2015

## ColliCare Logistics Norge starts with Electronic approval of inbound invoices

The interpretation of invoice data on inbound invoices is the key factor in succeeding in an effective workflow and **secure payment within due time**: Below you will find **requirements** and **information** to this matter:

- From the **02.07.2015**, we have two mail addresses by receipt of invoices:
    - a) [faktura@collicare.no](mailto:faktura@collicare.no) is new and concerns all invoices from **Norwegian registered companies**
    - b) [invoice@collicare.no](mailto:invoice@collicare.no) is from this date the mail address for invoices from **non-Norwegian registered companies**
  - We urge our suppliers to **increased use of pdf via mail, even better** per XML with format ehf, e2B, and **reduce** the use of traditional post. Invoices cannot be stapled and must be in A4 format. One page print is preferred.
  - To be handled and paid the invoices must have following invoice address:**  
ColliCare Logistics AS  
Solgaard Skog 144  
N-1599 Moss
  - Enclosures to the invoice can be mailed in the same PDF –file, however you can only mail **one invoice per PDF- file**.
  - A4 Invoices may have various lay out, but text and figures that shall be interpreted should be **on white background**
  - Instructions to inbound invoices with assignments numbers and those without:**
    - Note 1:** When assignment number(s) is(are) handled over from CCL by booking, this (these) must be specified on **page one** of the invoice in order to reach automatic interpretation and reach handling for payment in due time
    - Note 2:** By invoices with more than one CCL assignment number we urge that all assignment numbers/references are listed on **page one** on the invoice. By **multipage** invoices please list all assignments number on **page one** and split those by use of **semicolon**:  
**Example: Assignment numbers/References: 10/556742; 10/553831; 10/554366:**  
*Each assignment number be repeated on the actual invoice page on which the assignment is invoiced, but **heading all on page one** is crucial for correct interpretation*
    - Note 3:** By invoices with no assignment number we urge our supplier to use a **reference**, preferably the name of the person in CCL who booked the service/responsible agreement
    - Note 4:** We urge our suppliers to one to one invoices per handed over assignment number
- Contacts for further information:**

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Kind regards  
ColliCare Logistics AS