

# Invoicing instruction for NG Nordic Suppliers

Date: 20/03/2026

NG Nordic mandates that all suppliers submit electronic invoices. Suppliers who send paper invoices will incur an additional fee. There are several options available for submitting invoices to NG Nordic; each method is explained below, along with key points to ensure compliance and smooth processing.

## **Electronic Invoice**

NG Nordic strongly encourages suppliers to submit invoices electronically, utilizing either an e-invoice operator or banking services. This method improves both the speed and precision of handling invoices. Attachments must be embedded inside the invoice XML, not sent as separate files.

## **PDF- Invoice**

Suppliers are permitted to submit invoices in PDF format; however, please note that this may result in extended processing times. When sending an invoice as a PDF, the email should include one non-encrypted, readable PDF file. Any additional PDFs attached will be treated as separate invoices. If no readable PDFs are detected or other requirements (such as file type or size) are not met, the sender will receive an email outlining the current requirements, and processing will stop.

## **Paper Invoice**

NG Nordic does not accept paper invoices. If need to send us a paper invoice, please contact us before sending it.

## **Invoice Addresses for NG Nordic**

Suppliers should refer to the provided link for the appropriate invoice addresses for NG Nordic entities. Correct addresses are essential for invoice processing. Invoice addresses can be found from: <https://www.ngnordic.com/resources/invoice-addresses>

in case you are sending your invoices to us with bank as your operator and Logiq (Operator ID "LO") is not available to chosen as the operator in your solution, you can instead of Logiq choose Apex Messaging as the operator.

## **ML / Sanctions Screening**

### **All payments go through:**

- Sanctions list checks (OFAC, EU sanctions, UN lists)
- AML (Anti-Money Laundering) monitoring
- Counter-terrorism financing screening

**Payments may be delayed if:**

- Vendor name is similar to sanctioned entity
- Country is high-risk
- Large or unusual amount compared to normal activity

**Content Requirements for all Invoices**

Each EU country defines invoice data requirements by its tax laws. All mandatory fields must appear in both the XML and invoice image; missing required fields will result in NG Nordic rejecting and not paying the invoice.

**Required Data Fields in the invoice**

| Field  | Comment   |
|--|---|
| Supplier name  | Name must match account holder.   |
| Supplier address   | <b>Payment message requirements under the ISO 20022 standard.</b> <ul style="list-style-type: none"> <li>• Street name</li> <li>• Building number</li> <li>• Town/City</li> <li>• Postal code</li> <li>• Country code</li> </ul>  |
| Supplier organization number   | e.g. Organization number, Business ID   |
| Supplier VAT registration number   |   |
| Supplier bank name   |   |
| Supplier bank account number   |   |
| Supplier e-invoicing address   |   |
| Supplier e-mail address  |   |
| NG Nordics entity's name   |   |
| NG Nordics invoicing address   | See invoice addresses: <a href="https://www.ngnordic.com/resources/invoice-addresses">https://www.ngnordic.com/resources/invoice-addresses</a>  |
| The invoice must include a reference in the " <b>buyer's reference</b> " section and in the e-invoice field: buyers ref, order ref or contract reference | The reference can be: <ul style="list-style-type: none"> <li>• NG Nordic contact name</li> <li>• Purchase order/contract number</li> <li>• NG Nordic cost center</li> <li>• NG Nordic project number;</li> </ul> in exceptional cases, another reference agreed upon with NG Nordic is acceptable. <b>Invoices without valid reference will be rejected and returned to the supplier.</b> |
| Invoice Number   |   |

|                              |   |
|------------------------------|---|
| Invoice Date                 | Invoices received more than two days after the invoice date will be rejected (and the supplier will be notified).   |
| Invoice Due Date             | According to the payment term in the purchase order/contract. <b>Invoice without due date is rejected and returned to supplier.</b>                                       |
| Invoice Amount including VAT |   |
| Invoice Amount excluding VAT |   |
| VAT Amount                   |   |
| Currency                     | All invoices must specify the currency using the three-letter ISO currency code   |
| Payment term                 | As stated in the PO or contract with NG Nordic, the standard term is 60 days unless otherwise agreed with the buyer.  |
| Taxation Information         | For EU purchases, the invoice should contain a statement of VAT compliance (reverse charge). For domestic purchases, the invoice must state why it is not subject to VAT. |