Guide for setting up an EHF invoice
for suppliers to Helse Midt-Norge

Contents

1. About

This document describes the requirements for receiving EHF invoices, as well as fields that are supported after implementing SAP at Helse Midt-Norge. The document also describes which companies and organization numbers for Helse Midt-Norge are set up for receiving EHF invoices.

Note: Invoices that do not contain all required fields may be rejected by Helse Midt-Norge. Please see chapter 4 "Fields" below.

2. General information

2.1. Invoice types

If you are a supplier to a company in Helse Midt-Norge, you send us an electronic invoice in accordance with the Electronic Trading format (EHF)

E-commerce using the Electronic Trading format (EHF) involves message exchange between buyer and seller in accordance with the Directorate for Digitalisation's recommended EHF standard, which is based on the European PEPPOL standard.

Helse Midt-Norge has adopted the EHF format for the following message types:

• Invoice

• Catalogue

• Order

• Order confirmation

• Packing slip

We want to introduce orders, order confirmations and packing slips in collaboration with each individual supplier. We encourage suppliers to contact us to establish EHF orders and order confirmations.

2.2 Are you connected to an access point and registered in ELMA?

In order to achieve real e-commerce, both the buyer and seller must be connected to an access point that supports all message types and be registered in the ELMA register.

See Difi's overview of EHF access point providers and which message types they support:

Hva er et Aksesspunkt
Aksesspunkt for EHF og BIS formater
ELMA Adresseregister

2.2.1 Individual invoices

In order to avoid payment delays, all invoices must be issued individually.

2.2.2 Collective invoices

We do not accept collective invoices.

2.2.3 Requirements for individual suppliers (RHF)

The requirements listed may be supplemented by additional requirements regulated in the agreement between you as a supplier and us as a customer.

2.2.4 Foreign supplier invoices (RHF)

In addition to the general requirements, these must also contain:

• IBAN and BIC (swift) codes

• Information about payment currency

Note: Invoices that do not contain all required fields may be rejected by Helse Midt-Norge.

3. Format

Helse Midt-Norge wishes to receive electronic-invoices in the EHF format.

All invoices sent to Helse Midt-Norge must have the document type B2B and NOT B2C. (B2C is a document type used for private customers. Using this will cause errors in further processing by us.)

2.3.1 Attachments

All attachments to the EHF invoice must be in PDF format. **No personal or sensitive information should be included in the attachment.**

You must specify the invoice file with as much information as possible so that we can certify and assign the invoice. Such information should be included in the field "Additional Document References".

2.3.2 The following companies are set up for receiving EHF invoices.

Company name	Billing address	Contact
Helse Midt-Norge	983658776	rhf.regnskap@hnt.no
Helse Nord Trøndelag HF	983974791	regnskapsavdelingen@helse-nordtrondelag.no
St.Olavs hospital HF	883974832	regnskapsseksjonen@stolav.no
Helse Møre og Romsdal HF	997005562	Fakturamottak.Fakturamottak@helse-mr.no
Hemit HF	928 033 821	Hemit.Regnskap@hnt.no
Sykehusapotekene i Midt-Norge HF	983974805	Fakturamottak.Fakturamottak@helse-mr.no
Helseplattformen AS	922307814	hpas.regnskap@hnt.no
Trøndelag Ortopediske Verksted AS	987033800	regnskapsseksjonen@stolav.no

4 Fields

Contents of EHF invoices sent to companies in Helse Midt-Norge:

Please ensure that the following information is included in your EHF invoices to companies in Helse Midt-Norge (HMN):

Information	Comment	Field in EHF
Invoice number		/ Invoice / ID
Invoice date		/ Invoice / IssueDate
Due date		/ Invoice / DueDate
Supplier's EHF address	Norsk organisasjon = 0192;organisasjonsnummer	/ Invoice / AccountingSupplierParty/ Party / Endpoint ID
Supplier's name		/ Invoice / AccoutningSupplierParty / Party / PartyName / Name
Supplier's address		/ Invoice / AccountingSupplierParty / Party / PostalAdress
Legal information about supplier (head office)	May be the same information as the supplier	/ Invoice / AccountingSupplierParty / Party / PartyLegalEntity / RegistrationName
Supplier's organization number		/ Invoice / AccountingSupplierParty / Party / EndpointID
Supplier's bank account number		/ Invoice / PaymentMeans / PayeeFinancialAccount / ID

Supplier's SWIFT code	Applies to suppliers without a Norwegian organization number	/ Invoice / PaymentMeans / PayeeFinancialAccount / FinancialInstitution / ID
Supplier's IBAN number	Applies to suppliers without a Norwegian organization number	/ Invoice / PaymentMeans / PayeeFinancialAccount / ID
Customer's EHF address	Norsk organisasjon = 0192;organisasjonsnummer	/ Invoice / AccountingCustomerParty / Party / Endpoint ID
Customer's name		/ Invoice / AccountingCustomerParty / Party / PartyName / Name

Customer's address		/ Invoice / AccountingCustomerParty / Party / PostalAdress
Customer's organization number	Norsk organisasjon = 0192;organisasjonsnummer	/ Invoice / AccountingCustomerParty / Party / PartyLegalEntity / CompanyID
The customer's reference	When there is no PO, the specified RESH or WBS must be used.	/ Invoice / BuyerReference / ID
Order number	If HMN has issued a purchase order number (PO), this must be included on the invoice. There must be only one PO number per invoice.	/ Invoice / OrderReference / ID
Order line number / Position number	For purchase order numbers (PO), the correct order line number must be provided.	/ Invoice / InvoiceLine / OrderLineReference / LineID
KID number		/ Invoice / PaymentMeans / PaymentID
The supplier's contact person	Minimum name and phone number or email address	/ Invoice / AccountingSupplierParty / Contact

Supplier's material number	Seller's item number	/ Invoice / InvoiceLine / SellersItemIdentification / ID
Number invoiced		/ Invoice / InvoiceLine / InvoicedQuantity
Time of delivery		/Invoice/Delivery/ ActualDeliveryDate
Place of delivery	Exceptions apply to sales of services when it is inappropriate. GLN numbers should be used where available .	DeliveryLocation ID / DeliveryLocation
Gross amount	Invoice amount including VAT	/ Invoice / LegalMonetaryTotal / PayableAmount
Net amount line amount	Invoice amount excluding VAT	/ Invoice / LegalMonetaryTotal / LineExtensionAmount
Currency	3-character currency code (NOK)	/ Invoice / DocumentCurrencyCode
VAT amount		/ Invoice / TaxTotal / TaxAmount
VAT category	Letter code for VAT category	/Invoice/TaxTotal/TaxCategory/ID
VAT percentage rate	Tax rate for VAT category in percent	/Invoice/TaxTotal/TaxCategory/Percent

Credit note: Note that it is the name of the root node in the XML file that determines whether it is an invoice or a credit note. This is according to the PEPPOL BIS 3.0 (EHF 3.0) specifications.

4.1. Required fields

1. Invoice with purchase order – as a reference, the purchase order number is stated in the field "order reference"

2. Invoice without purchase order – as a reference, the unit's cost center number is stated in the field "Buyers Reference"

3. Invoices not marked according to 1. or 2. above will be rejected and returned.

5. Contact

Company name	Contact point	E-mail
Helse Midt-Norge	DSLØ	hmn.driftssenteret@hemit.no