2022022828 – Courses on environmental risk factors for tropical and epidemic diseases.

Annex C  
Price and payment terms – Services

# General

This contract agreement obligates the buyer in the event of a purchase order.

# Price statement to Buyer

The prices related to the Contract Agreement are indicated in Annex D – Price matrix. All prices are ex. VAT.

The prices include all costs related to the scope of delivery, with the exception of travelling expenses which are mentioned in item 4 below. Coverage of other costs are subject to agreement with the Buyer.

Services shall be invoiced according to actual time taken. Lunch/meal breaks etc. shall not be invoiced.

# Overtime

Unless otherwise agreed, overtime shall be invoiced with the same hourly rate as work performed during normal working hours.

# Travelling expenses

Travel and travel time to and from agreed place of service/delivery shall not be invoiced unless otherwise agreed.

Other travels shall be made and invoiced in accordance with agreement with the Buyer only. Unless otherwise agreed, travel allowance for such travels shall be made in compliance with prevailing provisions regarding travel for other Government personnel. This means that the allowance must be in accordance with prevailing regulations, without any kind of additions to the costs related to travel, accommodation and daily allowance in relation to the performances under this Contract Agreement.

Travel time outside agreed place of service/delivery shall be invoiced according to accrued time.

The Buyer may request Contractor to make use of Buyer's discount arrangements on travels by plane, hotels etc. for travels covered by the Buyer.

# Payment conditions

Payment shall be made within 30 days after the delivery is approved by the buyer and correct invoice with appendices are received.

Invoice for interest on overdue payment will not be accepted if delayed payment is due to inadequate invoice or Contractor's breach of contract.

Payment does not imply that the delivery has been approved.

# Invoicing

## Electronic invoicing

Invoices to the Buyer are to be sent as e-invoice (EHF-format).

Electronic invoice address: 986105174

For information regarding EHF and the use of this format, please see:

<https://www.anskaffelser.no/verktoy/how-send-electronic-invoice>

<https://vefa.difi.no/ehf/guide/invoice-and-creditnote/2.0/en>

<https://peppol.eu/what-is-peppol/peppol-country-profiles/norway-country-profile>

The Parties may agree to another invoicing format if the Contractor does not have access to systems that are compatible with the above mentioned system due to their geographical location.

## Invoicing routines

The Contractor shall issue one invoice per purchase order. For purchase orders with a duration surpassing one month, the Contractor shall issue one invoice per month. The Contractor may instead issue invoice on a weekly basis.

Invoices must be based on time sheets. Time sheets must be approved by the Buyer.

## Invoice format and information

The invoice must comply with applicable regulations cf. regulation of 1 December 2004 no. 1558 relating to bookkeeping (the bookkeeping regulation). In addition the invoice shall contain the following information:

* Agreement number/contract number
* Purchase order number

Invoices lacking reference, or that are sent to the wrong address may be rejected by the Buyer. The invoice must specify the correct prices per unit and the total sum in accordance with the purchase order. Further requirements to information (and any enclosed information) are to be agreed at the implementation of the Contract Agreement.

Any credit notes related to previous invoices for services must meet the same requirements to content as the original invoice.

A copy of the original invoice must be enclosed any payment reminders and notices of debt collection.

## Value Added Tax

Invoices for deliveries that are liable for VAT must contain VAT. If only a part of the scope of delivery is liable to VAT, the liable part and the non-liable part must be invoiced separately.

## Transferral of claim to third party

The Contractor may not transfer outstanding claims related to this Contract Agreement to a third party without prior written approval from the Buyer.

The Contractor remains liable for all theirs obligation towards the Buyer even if the Buyer has given their written approval to the transferral of the Contractor's claims to a third party.