

ISAVIA INVOICING REQUIREMENTS

TO ENSURE PROPER AND TIMELY PAYMENT OF INVOICES, YOU ARE REQUESTED TO SEND INVOICES THAT FULFIL THE FOLLOWING REQUIREMENTS. IF AN INVOICE DOES NOT COMPLY WITH THE REQUIREMENTS, IT MAY RESULT IN DELAYED PAYMENTS OR AN INVOICE WILL BE REJECTED.

PLEASE READ AND COMPLY WITH THE FOLLOWING INSTRUCTIONS:

1. Invoices must be in Icelandic or English and generated in good quality. Handwritten invoices are not accepted.
2. Invoices must include the following information:
 - a. National Identification Number/Registration Number:
 - i. Isavia ohf. (550210-0370)
 - ii. Isavia Regional Airports ehf. (591219-1380)
 - iii. Isavia ANS ehf. (591219-1460)
 - iv. Tern Systems ehf. (650997-2559)
 - v. Duty Free Iceland ehf. (611204-2130)
 - b. Standard Identifying number (invoice number)
 - c. Purchase Order number, request number or other reference number (issued by Isavia)
 - d. Cost department code and project number (issued by Isavia)
 - i. E.g. 100-L148
 - e. Name of the purchaser/project manager (issued by Isavia)
3. A separate invoice should be sent for each order. When an order is completed in one shipment, one invoice should be sent, but when partial shipments are made, a separate invoice must be sent for each shipment of delivery made to ensure efficient custom clearance and traceability.
4. Invoices must be well defined and show details of the goods and/or services provided. Goods and services must be invoiced in separate lines. Unit of measurement and description of products and/or services should be stated on the invoice. Please indicate the customs tariff number and the net weight of the delivered goods on the invoice, if applicable.
5. Applicable shipping terms (INCOTERMS®) must be stated in the invoice.
6. ID Number/Registration Number in the invoice must be the same as the ID Number/Registration number on the offer/agreement/contract.
7. Accurate bank information must be included in the invoice (please include IBAN/SWIFT code).

8. Any invoice is to be issued after the delivery of services.
9. Standard payment terms are net 45 days, from date of receipt of a valid and acceptable invoice.
10. If an invoice is not addressed correctly or does not include relevant information to confirm validity the payment terms are not applicable.
11.
 - A) Isavia ohf., Isavia Regional Airports ehf. and Isavia ANS ehf. only accept invoices in electronic form (XML):
 - a. Suppliers **using an electronic accounting system** can send electronic invoices in XML format to Isavia's accounting system.
 - a. Suppliers **that do not have an electronic accounting system** can send invoices in XML format through the InExchange webpage.
 - b. For further information and assistance please contact:
 - i. InExchange/ t. +354 415 1000/ e-mail: inexchange@inexchange.is
 - ii. Isavia Accounting/ t. +354 424 4000/ e-mail: bokhald@isavia.is
 - B) Tern Systems ehf. and Duty Free Iceland ehf. accept invoices via:
 - a. XML, see information in section 11 A)
 - b. E-mail in PDF format, sent to invoices@isavia.is
 - c. Paper, sent to the address:
Isavia ohf.
Keflavíkurlugvöllur
Skrifstofa 3. hæð
BÓKHALDSDEILD
235 Reykjanesbær
12. Any modification to this document will be properly presented, with 30 days' notice, to supplier/service provider.

These Invoice Requirements are valid as of January 1, 2021.