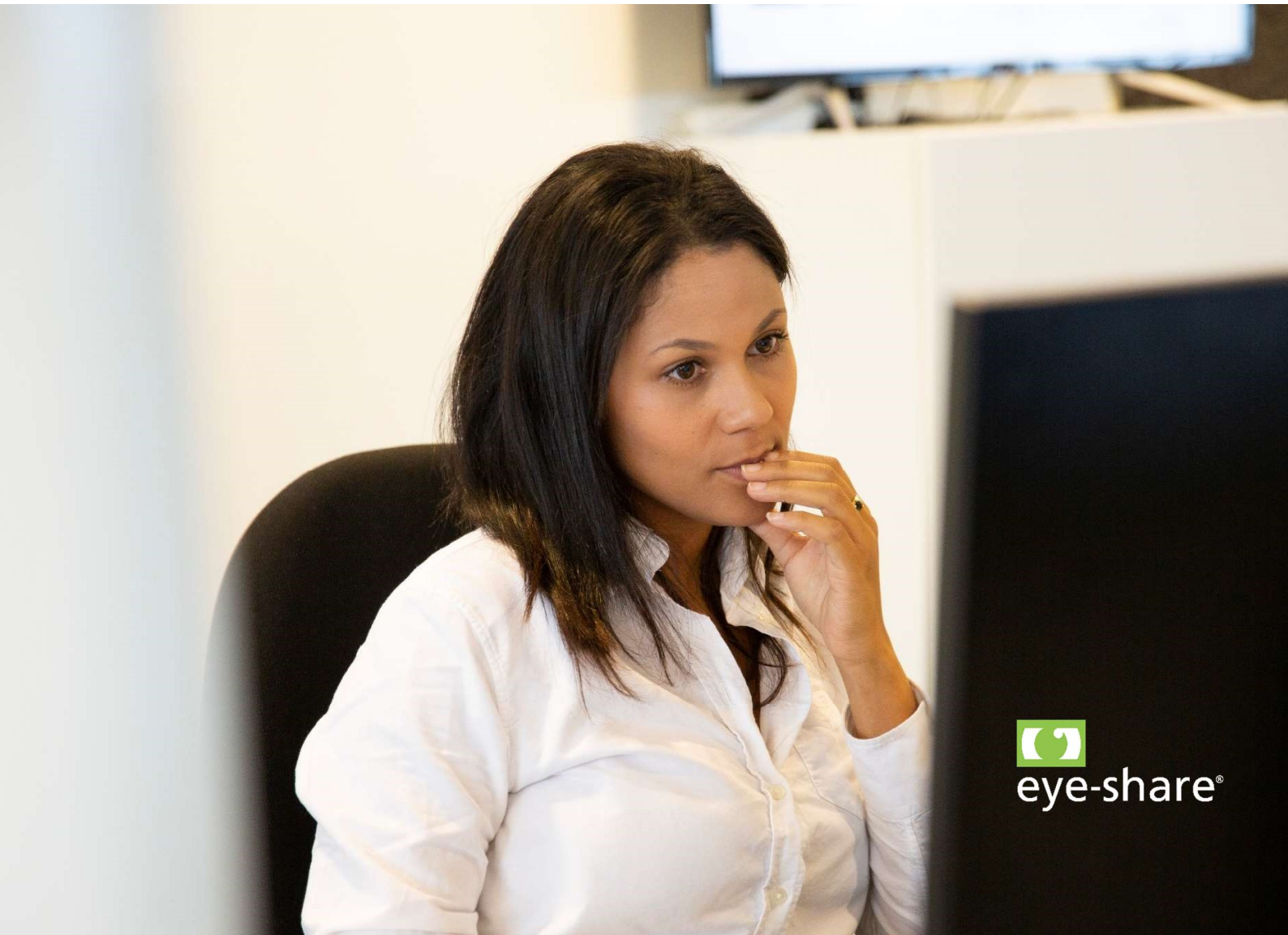
HELSE SØR-ØST

Guide for setup of EHF invoice

for Suppliers to Helse Sør-Øst



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1. About

This document describes requirements for receiving EHF invoices, in addition to fields that are supported after implementation of eye-share Workflow at Helse Sør-Øst. The document also describes which companies and organization numbers for Helse Sør-Øst are set up for receiving EHF invoices.

HSØ Companies are connected to access point and will receive invoices through this access point.

2. General information

2.1. Invoice types

In principle, all invoice types that can be communicated electronically via the solution must also be able to be received by Helse Sør-Øst.
However, it is noted that some invoice types may have a content that requires further clarification with Helse Sør-Øst in order for them to be received as intended. In addition to this, some general recommendations apply to the use of single invoices versus collective invoices

a. Single invoices
Helse Sør-Øst prefers that all invoices are sent individually. This to avoid payment delays caused by time-consuming manual handling.

b. Collective invoices
Invoices issued with reference to multiple orders can be communicated electronically, but it is recommended to be avoided as far as possible. Note that collective invoices may require a customized layout, with additional costs involved.

c. Requirements for individual suppliers
The set of requirements in this document may be supplemented by additional requirements based on any special circumstances associated with the supplier's invoicing of Helse Sør-Øst. Such additional requirements are regulated in an agreement between the supplier and Helse Sør-Øst as a customer.

2.2. Format

Helse Sør-Øst wants to receive e-invoices in the EHF format.
All invoices sent to Helse Sør-Øst must have the document type document type B2B and NOT B2C.
(B2C is a document type used to private customer. Use of this type leads to errors in the handling in our systems.)

2.3. Preview copy

Preview copies must be in format PDF eller TIFF. If a preview copy is not attached, or in a format different from PDF or TIFF, a standardized preview copy is generated that does not necessarily contain all the information you want to convey. It is therefore recommended to include your own preview copy.

3. Company and organization number

The following companies are set up to receive EHF invoices.

Firmanavn	Org No
RHF	991324968
Akershus Universitetssykehus	983971636
Sykehuset Innlandet	983971709
Sunnaas Sykehus	883971752
Sykehuset Østfold	983971768
Vestre Viken	894166762
Sykehuset i Vestfold	983975259
Sykehuset Telemark	983975267
Sørlandet Sykehus	983975240
Sykehuspartner	914637651
OUS	993467049

4. Fields

4.1. Header field

Helse Sør-Øst expects following data in the warious fields on the invoice header. Colour code black is name on data, and colour blue is field (tag) in EHF invoice.

Credit note: Note that it is the name of the root node in the XML file that decides whether it should be an invoice or a credit memo. This is in accordance with the specifications of PEPPOL BIS 3.0 (EHF 3.0).

Header
Recivers organization number: *cac:AccountingCustomerParty/cac:Party/cac:PartyLegalEntity/cbc:CompanyID*
Amount: *cac:LegalMonetaryTotal/cbc:PayableAmount*
VAT- amount: *cac:TaxTotal/cbc:TaxAmount*
Invoice number: *cbc:ID*
Invoice date: *cbc:IssueDate*
Due date: *cbc:DueDate*
KID: *cac:PaymentMeans/cbc:PaymentID*
Bank account number: *cac:PaymentMeans/cac:PayeeFinancialAccount/cbc:ID*
Credit note: *Invoice or CreditNote root node*
Supplier organization number: *cac:AccountingSupplierParty/cac:Party/cac:PartyLegalEntity/cbc:CompanyID*
Payment terms: *cac:PaymentTerms/cbc:Note*
Currency code: *cbc:DocumentCurrencyCode*
Purchase number (Format: Only 9/10 number is valid purchase number): *cac:OrderReference/cbc:ID*
Appendix text: *cbc:Note*
Invoice agreement reference: *cac:ContractDocumentReference/cbc:ID*

Responsibility or project: *cac:AccountingCustomerParty/cac:Party/cac:Contact/cbc:ID*

4.2. Line fields

Linefield
Line number: *cac:OrderLineReference/cbc:ID*
Supplier article number: *cac:Item/cac:SellersItemIdentification/cbc:ID*
Order line number*:* *cac:OrderLineReference/cbc:LineID (An identifier for a referenced line within a purchase order, issued by the Buyer)*
Unit: *cac:InvoicedQuantity/@unitCode*
Unit price: *cac:Price/cbc:PriceAmount*
Quantity invoiced now: *cbc:InvoicedQuantity*
Discountamount: *cac:AllowanceCharge/cbc:Amount*
Description: *cac:Item/cbc:Name*
VAT-percent: *cac:Item/cac:ClassifiedTaxCategory/cbc:Percent*
VAT-amount: *cac:TaxTotal/cbc:TaxAmount*
Total net amount: *cbc:LineExtensionAmount*
Accounting reference (cost center and/or project and/or reference): cbc:AccountingCost.

4.3. Mandatory information

One of the following information fields are mandatory on the invoice

- Purchase order
- Invoice agreement reference
- Project number
- Cost center

- Reference person (Surname, First name or First name and Surname)

The list above is prioritized, so if the invoice contains purchase order number, the invoice will be matched with purchase order.

5. Attachment

When sending attachments, it is important that all files have unique names. Duplicate names for several files will prevent the files from being opened. Clarify with your access point if the receiving access point reports that files has duplicate names.
Remember that «extensions» must match the actual file type.
For example, a pdf file must have .pdf as extention.

6. Contact

Company name	Contact point	Email
Helse Sør-Øst	ERP Forvaltning	erp.forvaltningen@sykehuspartner.no
Eye-share	Support	support@eye-share.no