



equinor

# Reference requirements for Peppol (incl EHF) v3.0 Invoice

Version 3.0

## Reference requirements for Peppol (incl EHF) v3.0 Billing (invoice and credit note)

- Relevant references, required format and when they are to be used are described in this document.
- The official invoice is the structured content in the XML-file sent on Peppol (EHF) format and which will be “consumed” directly into our ERP system.

# Overview of reference fields

Overview of reference fields are displayed here. Refer to the next pages for detailed descriptions of fields and requirements.

Reference field	Requirements
Order reference	Mandatory. Any deviations shall be agreed up front
Your reference	Mandatory
Contract/Frame agreement reference	Recommended
Bank account reference	Mandatory. IBAN is strongly recommended.
Attachments*	Mandatory if required for approval by Equinor
Order item reference	Mandatory
Material/service line reference	Mandatory

\*Supplier may be required to include attachments with the invoice according to agreement/contract – generally required for service deliveries.

## Detailed description of reference fields and requirements (page 1/2)

Reference field	Description	Peppol (incl EHF) reference	Example
<b>Order reference</b>	<p>The field shall be included if provided by Equinor. Order reference shall contain 10 digits, and no letters, empty spaces or other symbols.</p> <p>In special cases where a Purchase Order has not been created, this field shall not be included.</p>	OrderReference/ID	4501234567
<b>Your reference*</b>	Identifies the e-mail address (or name) of Equinor's contract responsible/contact person	<i>BuyerReference</i>	<i>buyer@equinor.com</i>
<b>Contract/Frame agreement reference</b>	<p>If reference is available this field shall contain 10 digits, and no letters, empty spaces or other symbols.</p> <p>The field is not mandatory in Peppol (incl EHF) v2.0, but shall contain a valid reference if included</p>	ContractDocumentReference/ID	4600012345
<b>Bank account reference</b>	Mandatory. IBAN reference is strongly recommended for EHF invoices, mandatory for Peppol invoices. Shall be identical to bank account pre-registered for supplier in Equinor's supplier register	PaymentMeans/ PayeeFinancialAccount/ID	NO1234567890123

\*If contact name is not available then the field shall contain the value NA. With EHF v3.0 the new field «BuyerReference» on header level shall be used for this information.

## Detailed description of reference fields and requirements (page 2/2)

Reference field	Description	Peppol (incl EHF) reference	Example
<b>Attachments</b>	<p>It is possible to include attachments in PDF format.</p> <p>An attachments may not be larger than 5MB, but it is possible to include many attachments.. Verify limits with your Access Point.</p> <p>Equinor only accepts binary embedded BASE64 encoded PDF attachments ad recommend that the total size file size should not exceed 30MB per invoice.</p>	AdditionalDocumentReference	
<b>Order item reference*</b>	<p>Order line reference. For material order item the reference shall contain order item number.</p> <p>For service orders the reference shall contain a combination of order item number and service line number in the following format: order item&lt;separator&gt;service line number.</p> <p>Separators shall be one of the following:</p> <ul style="list-style-type: none"> <li>• Hash (#)</li> <li>• Forward slash (/)</li> </ul> <p>Leading zeros are not required</p>	InvoiceLine/OrderLineReference/ID	<p>Material order item: 10</p> <p>Service order item: 10#40 10/40</p>
<b>Material/service reference</b>	The invoice shall referrer to Equinor's material-/serice number and description as given in the purchase order	<p>Material/Service number: <i>InvoiceLine/BuyersItemIdentification/ID</i></p> <p>Material/Service description (Short description): <i>InvoiceLine/Item/Name</i></p>	<p>2001524</p> <p>HVAC pump, rental</p>

## Additional requirements

- Freight cost and any invoice fees shall be agreed on prior to submitting invoice. Equinor normally does not accept any invoice fees.
- Peppol (incl EHF) invoices that do not adhere to Equinor's requirements will be rejected.
- As a general rule invoices shall not be submitted by mail or email.
  - Local exceptions are described on <https://www.equinor.com/en/supply-chain/invoicing.html>.
- The agreed contract with Equinor may contain additional requirements.

Questions related to eInvoice and Peppol (incl EHF) may be sent to:

- Equinor contract responsible or Company representative.
- [invoice@equinor.com](mailto:invoice@equinor.com) for accounting-related clarifications.
- [gm\\_ecommintegration@equinor.com](mailto:gm_ecommintegration@equinor.com) for technical clarifications.