



equinor

Invoicing instructions

Version 1.1 - July 2018

Purpose

- This document contains instructions to guide you in submitting invoices that adhere to Equinor requirements.
- Following these instructions will enable efficient processing of invoices and timely payment.
- These instructions apply to all Equinor group entities, unless country-specific requirements apply.

- For more information about invoicing and country-specific requirements, please refer to <https://www.equinor.com/en/supply-chain.html#invoicing>

General information

Required invoice information

- Invoices to be submitted to Equinor shall include data fields from the purchase order to be invoiced against.

Attachments

- Invoices shall be accompanied by attachments when stated in the contract/agreement or if otherwise agreed.

Pre-approval of invoice

- An invoice suggestion may be requested for approval before the official invoice is submitted. This is stated in the agreement/contract where applicable.

Other agreement-specific requirements

- The relevant agreement may set out additional requirements to be complied with.
- Elements not ordered or approved in advance by Equinor procurement responsible will be rejected.

Credit note referencing

- Refer to the purchase order and the invoice that is being credited. If no Purchase order reference is available, the Equinor/Statoil contact person requesting the credit note shall be referenced.

Failure to comply

- If the invoice is not issued as described in this instruction, Equinor/Statoil will consider the invoice as not received. A notification will be sent to the issuer. No further processing will be conducted.

Information to be included on invoice (page 1 of 2)

Invoices submitted to Equinor shall contain references to the corresponding purchase order being invoiced against. An invoice shall only refer to one purchase order. Information to be included is as follows:

Field	Description
Supplier company name	Legal name of supplier as registered by Equinor
Supplier registered address	Supplier address as registered by Equinor
Supplier VAT registration number	VAT number as registered by Equinor
Supplier contact person, telephone number and e-mail address	Full name, telephone number with country code and email address
Supplier bank account for receiving the payment	Bank account number as registered by Equinor. IBAN number is preferred
Equinor/Statoil legal entity name and invoicing address	Correct Equinor entity legal name and invoicing address
Equinor/Statoil purchase order number (or if instructed only contact person)	Purchase order number as stated on received order. If instructed by Equinor, then supplier contact person is required
Invoice currency	Currency as stated on purchase order. NOTE: Only one currency per invoice is accepted
Statement "VAT not included" if tax exemption is stated on PO	
OCR reference/KID number if relevant	

Information to be included on invoice page (2 of 2)

Field	Description
Order line reference for service	Order item containing service numbers. Applies to service invoicing. Use exactly same order line reference in invoice as in purchase order (Example: PO Service Item 00010/10)
Order line reference for material	Order item containing details about material. Applies to materials invoicing. Use exactly the same order line reference in invoice as in purchase order (Example: PO Material Item 20)
Service number	Equinor service number reference for ordered service
Material number	Equinor material number reference for ordered material
Unit price	Use the same unit price as in the purchase order
Total item amount	Total item amount on line level shall be unit price multiplied by quantity
Unit of measure	Unit of measure for service or material as ordered by Equinor. For elnvoice: Use corresponding ISO units if received PO contains non-ISO units
Total invoice amount	Total amount for all items on invoice
Equinor/Statoil entity	Name of Equinor/Statoil entity invoice is made out to
Procurement responsible	Name of Equinor purchaser or contract manager as stated on purchase order

Required supporting documentation (attachments)

When stated in contract/agreement it is required to include supporting documentation (attachments) to invoices. This generally applies to service invoices and materials/services reinvoyced from other suppliers, however it may also be required in other cases when stated in contract/agreement or as agreed with Equinor.

Type of purchase	Required supporting documents
Services with hourly rate (man-hours)	<p>Submit an approved Equinor/Statoil time sheet* unless otherwise approved. All timesheets shall be clearly marked with personnel name, rate category and total number of billable hours.</p> <p>Time sheet template is available on www.equinor.com/en/supply-chain.html</p>
Rental equipment	Documentation of delivery- and collection dates. (Example: tracking number, shipping documents)
"Ad-hoc"/bulk/consumable materials:	Material list with qty and price
Travel compensated as cost reimbursement:	<p>(if not mob/demob rates in contract)</p> <p>Travel summary (dates, to/from, distance, traveller) + travel documentation /receipts</p>
Purchases on behalf of Equinor/Statoil:	<p>Sub-supplier invoice (reinvoyced costs).</p> <p>All attachments shall be attached in chronological order according to item and sub-item in Equinor/Statoils PO. Mark each attached invoice with item number</p>

Example Purchase order (PO) Header and footer fields

This example shows where to find required order data on PO document, to be included on invoice.

- Purchase order number (1)
- Customer name (Equinor entity) legal name (2)
- Supplier company name (3)
- Customer delivery address (4)
- Your reference/Salesperson (6)
- Invoicing address (for PDF invoices only) (6)
- If PO is tax exempt, state "VAT not included" (7)
- Our reference (Customer procurement responsible) (21)
- Customer email (23)
- Customer VAT number (22)

For other numbers see next page

Purchase Order 4503630606 1

Equinor Energy AS 2

Purchase order/date 4501234567/09.07.2018	Print date: 09.07.2018
The above reference number must be given on all documents and in all correspondence	
Your reference / Salesperson: 2001-00ETG / Dan Brown 6	
Terms of delivery according to INCOTERMS 2010: FCA Place of delivery	
Delivery date: 01.11.2018	
Terms of payment: Within 30 days of receipt of the invoice	

Supplier Ltd. **3**
PO Box 9999
4068 STAVANGER

If not specified, please **4** deliver to:
Equinor Energy AS
Mongstad base
Mongstad sar
5045 Mongstad

Please invoice to: **5**
Equinor Energy AS
Central accounts payable
Postbox 8500
4035 Stavanger

Unless otherwise stated Equinor Energy's "General conditions of purchase" & "General conditions for purchase of services" applies.
Invoice and credit note shall preferably be sent in electronic format:
<https://www.equinor.com/en/supply-chain.html#invoicing>

To be used on the continental shelf.
VAT exempt by the VAT act of 19.06.2009 Section 6-32. **7**

The Purchase Order delivery dates and amounts are estimates.

Item	Quantity	Description	Price per unit	Net value NOK
00010		12M SERVICE JOB	200.000,00	200.000,00
The item contains the following services:				
00010/10	8	6283282 Service Technician, Normal time 9 10	100 H 11 12	1.000,00 per H 13
00010/20		4079660 Service Technician, Overtime	5 H	1.500,00 per H
00010/30		6179997 Mob/demob Stavanger	2 PC	1.000,00 per PC
00020	2 PC	Monitor, Material 17	1.000,00	2.000,00
	14 15 16	Our material no. 02200222 18	19	
Total net value excl. VAT NOK 20				202.000,00

<p>Forwarding instructions: (Art.1-3 delivery of goods only)</p> <p>1. Each PO item to be packed and labelled in acc. to "Instructions for Goods deliveries": https://www.equinor.com/en/supply-chain.html</p> <p>2. The following shipping agent shall be used unless otherwise agreed: Bring Cargo AS, Offshore & Energy Product, Project Management & Forwarding PO Box 2683 N-5836 BERGEN Norway Phone: +47 55557200, Fax: +47 55557221, E-mail: equinor@bring.com Booking shall primarily be ordered through bring cargo portal or EDI</p> <p>3. Consignments which fail to conform with the above, may be returned at Contractor's risk and cost.</p> <p>4. If Supplier has reason to believe that agreed delivery time cannot be met, the Company shall be notified promptly in writing. Supplier shall cover own costs incurred to minimize the delay unless the delay is caused by circumstances which the Company is responsible.</p> <p>5. Invoice to be issued in exact compliance with the conditions of the Purchase Agreement. Both PO number and PO item number must be specified.</p>	<p>Yours sincerely For Equinor Energy AS</p> <p>Kari Buyer 21</p> <p>Equinor Energy Procurement responsible</p>
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Equinor Energy AS
N-4035 Stavanger

NO990888213 MVA **22**

Phone +47 51999000
Fax +47 51999000
Email kari.buyer@equinor.com **23**

Purchase Order 4503630606 **1**

Equinor Energy AS **2**

Supplier Ltd. **3**
PO Box 9999
4068 STAVANGER

If not specified, please **4**
deliver to:
Equinor Energy AS
Mongstad base
Mongstad sar
5045 Mongstad

Please invoice to: **5**
Equinor Energy AS
Central accounts payable
Postbox 8500
4035 Stavanger

Purchase order/date 4501234567/09.07.2018	Print date: 09.07.2018
The above reference number must be given on all documents and in all correspondence	
Your reference / Salesperson: 2001-00ETG / Dan Brown 6	
Terms of delivery according to INCOTERMS 2010: FCA Place of delivery	
Delivery date: 01.11.2018	
Terms of payment: Within 30 days of receipt of the invoice	

Unless otherwise stated Equinor Energy's "General conditions of purchase" & "General conditions for purchase of services" applies.

Invoice and credit note shall preferably be sent in electronic format:
<https://www.equinor.com/en/supply-chain.html#invoicing>

To be used on the continental shelf.
VAT exempt by the VAT act of 19.06.2009 Section 6-32. **7**

The Purchase Order delivery dates and amounts are estimates.

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00020	2 PC	Monitor, Material 17 Our material no. 02200222 18	1.000,00 19	2.000,00
Total net value excl. VAT NOK 20				202.000,00

Forwarding instructions: (Art.1-3 delivery of goods only)
1. Each PO item to be packed and labelled in acc. to "Instructions for Goods deliveries":
<https://www.equinor.com/en/supply-chain.html>
2. The following shipping agent shall be used unless otherwise agreed:
Bring Cargo AS, Offshore & Energy Product, Project Management & Forwarding
PO Box 2683 N-5836 BERGEN Norway
Phone: +47 55557200, Fax: +47 55557221, E-mail: equinor@bring.com
Booking shall primarily be ordered through bring cargo portal or EDI
3. Consignments which fail to conform with the above, may be returned at Contractor's risk and cost.
4. If Supplier has reason to believe that agreed delivery time cannot be met, the Company shall be notified promptly in writing. Supplier shall cover own costs incurred to minimize the delay unless the delay is caused by circumstances which the Company is responsible.
5. Invoice to be issued in exact compliance with the conditions of the Purchase Agreement. Both PO number and PO item number must be specified.

Yours sincerely
For Equinor Energy AS

Kari Buyer **21**

Equinor Energy Procurement
responsible

Equinor Energy AS
N-4035 Stavanger

NO990888213 MVA **22**

Phone +47 51999000
Fax +47 51999000
Email kari.buyer@equinor.com **23**

Example Purchase order (PO) Item line fields

Service purchases

- Order line reference for service (8)
- Customer Service number (9)
- Service line description (10)
- Quantity (11)
- Unit of measure (12)
- Price per unit (13)
- Currency (20)

Material purchases

- Order line reference for material (14)
- Quantity (15)
- Unit of measure (ISO units to be used on invoice) (16)
- Material description (17)
- Customer Material number (18)
- Price per unit (19)
- Currency (20)