

# EQUINOR US OPERATIONS INVOICING POLICY

<b>TABLE OF CONTENTS</b>	<b><u>PAGE</u></b>
<b>1. DEFINITIONS</b> .....	<b>2</b>
<b>2. PURPOSE &amp; OBJECTIVES</b> .....	<b>2</b>
<b>3. EXPECTATION OF SUPPLIERS</b> .....	<b>2</b>
<b>4. STRUCTURE</b> .....	<b>2</b>
<b>5. SUBMISSION REQUIREMENTS</b> .....	<b>3</b>
5.1 DATA REQUIREMENTS .....	4
<b>6. FREQUENCY AND TIMING</b> .....	<b>5</b>
6.1 FREQUENCY .....	5
6.2 TIMING .....	5
<b>7. PAYMENT TERMS</b> .....	<b>5</b>
<b>8. PAYMENT METHOD</b> .....	<b>6</b>
<b>9. SUPPORTING DOCUMENTS</b> .....	<b>6</b>
9.1 ELECTRONIC FIELD TICKET STAMP .....	6
<b>10. SUBMISSION METHODS</b> .....	<b>8</b>
10.1 ELECTRONIC INVOICE SUBMISSION .....	8
10.2 NON ELECTRONIC INVOICE SUBMISSION.....	9
10.2.1 EMAIL INVOICE SUBMISSION .....	9
10.2.2 PAPER INVOICE SUBMISSION .....	9
<b>11. CREDIT MEMOS</b> .....	<b>11</b>
<b>12. COMMON DISPUTE REASONS</b> .....	<b>12</b>
<b>APPENDIX 1   FREQUENTLY ASKED QUESTIONS</b> .....	<b>13</b>
<b>APPENDIX 2   SAMPLE DOCUMENTS</b> .....	<b>14</b>
<b>APPENDIX 3   MATCHING PURCHASE ORDER AND INVOICE DATA</b> .....	<b>17</b>

## 1. DEFINITIONS

- **Job/Well:** Physical location/asset that the service took place or the material was delivered to.
- **Cost Object:** A Work Breakdown Structure (WBS), Cost Center or Work Order that is used to pay for the work.
- **Line Item Detail:** Outline each line item on the invoice (Quantity and Price) with a subtotal for all line items.
- **Rate Validation:** Systematic rate validation will take place only if an electronic PriceBook is established.
- **OpenInvoice:** Equinor US Operations ecommerce invoice processing platform

## 2. PURPOSE & OBJECTIVES

This **Equinor US Invoicing Policy** provides both internal Equinor employees and external suppliers with pertinent information regarding Equinor's invoicing requirements.

- Describe and outline Equinor's US invoicing process
- Equinor US invoicing requirements
- Simplify and reduce time spent handling invoices
- Reduce disputed invoices and increase on-time invoice payments
- Improve supplier invoicing compliance and transparency
- Increase the level of electronic invoicing across the Equinor US supplier base

## 3. EXPECTATION OF SUPPLIERS

As a Equinor US supplier, it is expected that each supplier will comply with the invoice requirements outlined herein and to remain up-to-date with the latest invoice requirements

The following requirements are set to ensure timely payment of invoices and prevent processing delays due to lack of information.

## 4. STRUCTURE

This section outlines all Equinor US acceptable invoicing structures. The Equinor operations or supply chain representative will provide the necessary guidance as to the preferred invoicing structure for their specific function/scope of work.

Equinor requests that suppliers submit one invoice per month by utilizing only one of the two invoicing structures defined below.

Invoices shall:

- Reference a single purchase order
- Have a single approver
- Include proof of delivery executed by a Equinor representative (field ticket, bill of lading, delivery ticket, electronic field ticket stamp, time sheets).

### Structure #1 Invoice Per Job/Well:

Invoice must be for a single well that is associated to a single cost object. This could be across several days of work and several tickets could be consolidated in order to create one large

invoice, as long as the work is in reference to the same purchase order with the same invoice approver. Systematic rate validation will only occur for items that have been negotiated into a priceBook and uploaded into OpenInvoice.

### **Structure #2 Invoice Multiple Jobs/Wells:**

Single invoice for multiple wells that can be allocated across multiple cost objects.

- **Example:**

Fuel is delivered to a location that will be allocated across 3 wells, resulting in 1 invoice that has costs allocated to 3 different WBS elements that all reference the same purchase order. Jobs/wells can be bundled as long as it is the same purchase order and same invoice approver for the cost objects being billed.

## **5. SUBMISSION REQUIREMENTS**

- Invoices are the only form of document that will be processed for payment  
*Note: Statements, delivery notes, pro-forma invoices or other documents will not be considered a valid request for payment*
- Invoices and supporting documents must comply with Equinor's invoice data requirements (reference *Section 5 Invoice Data Requirements*)
- Invoices will be documented as received in Equinor's Accounts Payable system immediately after a successful invoice submission; triggering the start of the supplier's payment terms.  
*Note: If the invoice must be resubmitted, payment terms will restart from the new submission date.*
- Prior to contracting a 3rd party to provide services for Equinor, the supplier must communicate to the Equinor Lead Representative, in writing, their intent to hire the 3rd party. Approval must be granted to move forward with the 3rd party prior to any work or services being provided by the 3rd party. Equinor will not accept invoices from the 3rd party directly (all invoices shall go through the original supplier to whom the purchase order is issued)
- Unless otherwise specified in the signed agreement or purchase orders between the supplier and Equinor, the invoice must itemize the following information and be shown as separate line items on the invoice:
  - Charges for goods delivered
  - Additional fees for work
  - Standard and overtime hours billed for services rendered
  - Reimbursable expenses
  - Surcharges
  - Amount of applicable tax payable (including sales and federal tax)
  - Freight charges

## 5.1 DATA REQUIREMENTS

The below fields are required for all invoice submissions.

**TABLE 1 | Data Requirements**

<b>Requirements</b>	<b>Description</b>
<b>Supplier Invoice Number</b>	Unique identifier generated from the suppliers accounting system which can alphanumeric and not exceed 16 characters. The same invoice number should not be used more than once. This includes adding a suffix (special character, alphabet etc) to a previously used invoice number or any evidence of tampering.
<b>Invoice Date</b>	Date in which the invoice was generated (reference Section 5 Invoice Requirements)
<b>Service/Delivery Date</b>	Dates services were rendered or goods delivered
<b>Purchase Order Number</b>	Equinor supplied 10-digit '450XXXXXXX' however supplier will be responsible for providing the purchase order number on invoice submission.
<b>Ship-from Zip +4</b>	Zip code of which services were rendered or goods were shipped from Format: XXXX-XXXX or XXXX XXXX.  <i>Note: A job aid is available on the OpenInvoice Resource Center for reference.</i>
<b>Accounting Information</b>	Cost objects to include WBS, Cost Center, AFE or Network for Equinor to allocate cost appropriately. This information can be located on the purchase order, electronic/manual stamp, or provided by Equinor requestor.
<b>Requestor of Work</b>	Equinor representative requesting service
<b>Well Site/Location</b>	Equinor location where services have been performed or goods delivered
<b>Payment Remit to Address</b>	'Invoice to' address displayed on purchase order
<b>Unit of Measure</b>	Established unit of measure based purchase order and/or pricebook
<b>Description of goods or services</b>	Description of services rendered or goods delivered. If referencing a pricebook, this description will prepopulate upon selection from pull down menu.
<b>Quantity of goods or services</b>	Total quantity based on unit of measure of services rendered or goods delivered
<b>Unit Price</b>	Agreed upon unit price based on established unit of measure on the purchase order
<b>Total Price</b>	Total amount for services rendered or goods delivery (including tax and freight where applicable)
<b>Tax Amount</b>	Any applicable tax detailed by state, federal and well service tax
<b>Currency</b>	Invoice amount should reflect the same currency as purchase order
<b>Agreement Number</b>	Work order agreement number (WOA) as listed on the purchase order <i>Note: Part numbers/service codes and prices on the invoice must align with the WOA</i>
<b>Supporting Documents</b>	This documentation may vary in form, please see typical vendor field ticket and invoice supporting documentation notated below. <ul style="list-style-type: none"> <li>▪ Packing Slip</li> <li>▪ Field Ticket (with or without detailed cost)</li> <li>▪ Pro Forma Invoice</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Invoice</li> <li>▪ Shipping Notification</li> <li>▪ Material Slip</li> <li>▪ Timesheet</li> </ul>
<b>Legal Entity</b>	Correct legal entity to reflect the same as purchase order

*Note: Handwritten text on an electronically printed invoice is not acceptable. Any modifications would require a reprinted invoice. Reapproval may be required.*

## 6. FREQUENCY AND TIMING

### 6.1 FREQUENCY

Invoices should be submitted individually for each purchase order and consolidated as one (1) invoice per month. Each invoice is limited to 200 lines including both cost objects and detailed service lines. Please see the example below:

- **Example1:**  
An invoice has 100 service lines but each line has 5 cost objects. This invoice now totals 500 overall invoice lines. Hence cannot be consolidated into one invoice.
- **Example2:**  
An invoice has 50 service lines but each line has 2 cost objects. This invoice now totals 100 overall invoice lines. Hence can be consolidated into one invoice.

### 6.2 TIMING

Invoice document and supporting documents that are signed and stamped must be received in OpenInvoice (for electronic invoices) or by Accounts Payable (for paper invoices) within 60 days of completion of the work. This is further described below.

Supplier shall invoice Equinor for all amounts due and outstanding under the applicable Call-Off, Purchase Order, or Work Order Agreement, within the earlier of: (i) sixty (60) days following the completion of the Work; or (ii) sixty (60) days following the receipt of field stamp ; or (iii) the expiration or termination of the relevant Purchase Order. In the event Supplier fails to invoice Equinor for all amounts due within such time period, Supplier waives and releases Equinor from any obligation to pay such amount.

## 7. PAYMENT TERMS

Payment terms are described in the Master Agreement, Framework Agreement, Work Order Agreement under Appendix B – Compensation and/or purchase order. For paper invoices, payment terms start when Equinor receives and timestamps the invoice. For electronic invoices, payment terms start when the invoice is successfully submitted via OpenInvoice. The payment term clock will restart with each dispute.

## 8. PAYMENT METHOD

Equinor offers two methods of payment:

- Automated Clearing House (ACH) - Please allow 1-3 business days for delivery.
- Physical Check – Please allow 7-10 business days for delivery.

Equinor's preferred method of payment is ACH. Please keep your billing information up to date by emailing the details on official company letter head to the procurement responsible mentioned on your purchase order.

## 9. SUPPORTING DOCUMENTS

Signed proof of delivery is required and must be included as attachments with the invoice. Stamps are also required (if applicable).

Examples include:

- Packing Slip
- Field Ticket (with or without detailed cost)
- Pro Forma Invoice
- Invoice
- Shipping Notification
- Material Slip
- Timesheet

Invoices will not be approved if the proper supporting documents are not attached with the invoice.

*Note: If Equinor provides a new or updated approval stamp, please only upload the most recent version and discard the original.*

### 9.1 ELECTRONIC FIELD TICKET STAMP

If you have been identified as a supplier under this process, you will receive two documents – a Call-Off Order and an Electronic Field Ticket Stamp.

#### **Call-Off Order Request**

When a Equinor representative calls off an order, an email as shown in the sample snapshot below, will be sent to the Supplier representative requesting for services to be performed. This request will generate a Call-Off Order number reflected and attached in the email communication.

**Call-Off Order**

000000485

Stamp #: 000000485 Request Date: June 26, 2018

<b>Supplier Information</b> Supplier Name L.L.C. 200 Office Rd, Suite 200 Dallas TX 75100	<b>Equinor Contact</b> Equinor Contact Name eqt@equinor.com 713-600-6000
<b>Billing Information</b> Invoice Submissions: Refer to Purchase Order or <a href="#">Equinor U.S. Operations Invoicing Policy</a> Company Code: 4033	<b>Special Instructions</b>

Directions:  
Information provided

**Purchase Details**

Purchase Order #: 4501234515 Delivery Date: June 26, 2018  
 WOA #: 4600012345 Asset: Eagle Ford

PO Line	Description	Locations								
10000	EF_2018_Contract Labor_CMP									
		<table border="1" style="width: 100%;"> <thead> <tr> <th>Description</th> <th>API Well No</th> <th>GL Account</th> <th>Cost Object</th> </tr> </thead> <tbody> <tr> <td>YOUNG GU1 AS</td> <td>42-255-35450-00</td> <td>6630110</td> <td>J.ST.4033-1002735_CMP</td> </tr> </tbody> </table>	Description	API Well No	GL Account	Cost Object	YOUNG GU1 AS	42-255-35450-00	6630110	J.ST.4033-1002735_CMP
Description	API Well No	GL Account	Cost Object							
YOUNG GU1 AS	42-255-35450-00	6630110	J.ST.4033-1002735_CMP							

The Call-Off Order serves as the Electronic Field Ticket Stamp, once signed and dated. Page 1 of 1

From: Equinor Contact [mailto:egpt@equinor.com]  
 Sent: Tuesday, June 26, 2018 8:20 AM  
 To: Supplier Name <suppliername@supplier.com>  
 CC: Contact1@equinor.com; Contact2@equinor.com  
 Subject: Call-Off Order #000000485 for services at multiple locations  
 Importance: High

Call-Off Order 000000485  
84 KB

Supplier,  
 Please find attached the documentation for **Call-Off Order #000000485**.  
 This document contains information regarding the location where the services are to be provided as well as Equinor's invoice coding information which must be present on your Field Ticket and invoice when submitted to Equinor.

Contact the requestor printed on the attached document with any questions you may have regarding this request for services.

Thanks,  
 Equinor  
 Equinor Contact Name  
 713-600-6000

*Note: The Call-Off Order does not replace direct phone calls with Equinor Representatives. These calls may still be necessary to gather details on the scope of work.*

### Electronic Field Ticket Stamp (EFTS)

When Call-Off services are complete, the Supplier representative will receive an approval email indicating the authorized services are complete; documented through the **Electronic Field Ticket Stamp**, as shown in the sample below.

To view the approved **Electronic Field Ticket Stamp**, simply double click the attachment as highlighted above. The **EFTS** will display with relevant stamp information confirming services were rendered.

**Electronic Field Ticket Stamp**

000000485

Stamp #: 000000485 - Approved Request Date: March 14, 2018  
 Supplier Field Ticket #: 3999 Estimated Cost: \$20,000.00

<b>Supplier Information</b> Supplier Name LLC P.O. Box 2020 Dallas TX 75100	<b>Equinor Contact</b> Equinor Contact Name eqt@equinor.com 713-600-6000
<b>Billing Information</b> Invoice Submissions: Refer to Purchase Order or <a href="#">Equinor U.S. Operations Invoicing Policy</a> Invoice Approver: Approver Name Company Code: 4033	<b>Field Ticket Notes</b>

**Purchase Details**

Purchase Order #: 4501234515 Delivery Date: March 14, 2018  
 WOA #: 4600012345 Asset: Eagle Ford

PO Line	Description	Locations								
10000	EF_2018_Contract Labor_CMP									
		<table border="1" style="width: 100%;"> <thead> <tr> <th>Description</th> <th>API Well No</th> <th>GL Account</th> <th>Cost Object</th> </tr> </thead> <tbody> <tr> <td>YOUNG GU1 AS</td> <td>42-255-35450-00</td> <td>6630110</td> <td>J.ST.4033-1002735_CMP</td> </tr> </tbody> </table>	Description	API Well No	GL Account	Cost Object	YOUNG GU1 AS	42-255-35450-00	6630110	J.ST.4033-1002735_CMP
Description	API Well No	GL Account	Cost Object							
YOUNG GU1 AS	42-255-35450-00	6630110	J.ST.4033-1002735_CMP							

Signed: Equinor Contact Name Date: June 27, 2018

The Call-Off Order serves as the Electronic Field Ticket Stamp, once signed and dated. This Electronic Field Ticket Stamp is an acknowledgment that the described work has been completed, only. Equinor hereby reserves all claims, remedies, warranties, and other rights that may be available to it, in equity, or by law. Page 1 of 1

Download the **Electronic Field Ticket Stamp** pdf file and attach as supporting documentation with your submitted (electronically or paper) invoice.

From: Equinor Contact [mailto:egpt@equinor.com]  
 Sent: Wednesday, June 27, 2018 1:05 PM  
 CC: Contact1@equinor.com; Contact2@equinor.com  
 Subject: Approved/EF Call-Off Order #000000485 Supplier Field Ticket #3999  
 Importance: High

Electronic Field Ticket Stamp  
46 KB

Supplier,  
 Please find attached the Electronic Field Ticket Stamp for Call-Off Order #000000485. This document serves as acknowledgment of receipt of services and can be used in lieu of a physical signature on a Field Ticket. The document contains Equinor's invoice coding information which must be present on your Field Ticket and invoice when submitted to Equinor.

If you have questions on the SCP process or this electronic approval, contact your Equinor Procurement Responsible or email  
 gpt\_SCP@equinor.com

Thanks,  
 Equinor  
 Equinor Contact Name  
 713-600-6000

### Important:

If you receive an Electronic Call-Off, the invoice can be submitted with either an EFTS or a manual stamp as provided by the Equinor field representative. If you have questions on the validity of the document, please contact your Equinor Procurement Responsible or email

[usinvoice@Equinor.com](mailto:usinvoice@Equinor.com) or call Equinor Service Desk: +1 713-878-6970 (option 7 for Finance).

*Note: Please ensure to attach the Electronic Field Ticket Stamp and not the Call-Off document as supporting documentation during invoice submission.*

## 10. SUBMISSION METHODS

- There are three methods for submitting an invoice to Equinor: electronic, email and paper
- The preferred method is electronic, via OpenInvoice
- OpenInvoice enabled suppliers shall only invoice electronically
- If not submitting through the preferred channel, suppliers are permitted to submit via email or physical mail, with the expectation they will work towards the electronic invoicing process
- All email and paper invoices received from OpenInvoice-enabled suppliers will be rejected

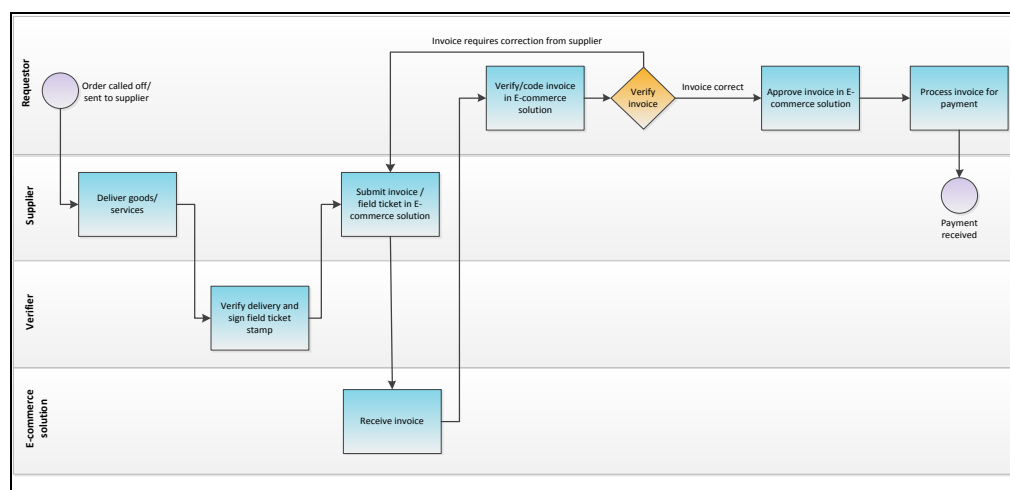
### 10.1 ELECTRONIC INVOICE SUBMISSION

Equinor has adopted OpenInvoice as the e-commerce solution for its US operations. Electronic invoicing is the preferred invoicing channel as it drives benefits and efficiencies for both Equinor and its suppliers.

Equinor requests that suppliers with existing Business-to-Business (“B2B”) capabilities receive purchase orders and submit invoices electronically through the e-commerce solution supplier network. Equinor has a dedicated team focused on assisting suppliers to onboard to the e-commerce solution and will provide guidance as appropriate. This onboarding team supports B2B integration as well as web-based e-commerce solution enablement.

It is important to note that when submitting an invoice via OpenInvoice, all required fields are mandatory (reference *Section 5.1 Data Requirements*). Invoices submitted to Equinor without the proper data fields will be rejected.

**FIGURE 1 | ELECTRONIC INVOICE PROCESS DIAGRAM**





## 10.2 NON ELECTRONIC INVOICE SUBMISSION

For suppliers that have not been enabled in OpenInvoice, invoice and supporting documentation that includes a Equinor-approved stamp (paper/ETFS) can either be emailed or sent via physical mail.

### 10.2.1 EMAIL INVOICE SUBMISSION

Please send **one** (1) PDF file which contains both **invoice and supporting backup** documentation to [USInvoice@Equinor.com](mailto:USInvoice@Equinor.com).

This email serves as a drop box for invoice submission and does not support dialogue.

The email confirmation will include a link to view the submitted invoice as well as a link for supplier self-nominating for enrollment on Equinor’s electronic invoicing system, Open Invoice.

Please continue to **submit invoicing questions** to [USInvoice@Equinor.com](mailto:USInvoice@Equinor.com).

### 10.2.2 PAPER INVOICE SUBMISSION

If supplier chooses to use physical mail, paper invoices must be mailed to one of the address(es) specified in the following table:

*Note: If you are unsure of where to submit your invoice please reference your Purchase Order or Call Equinor Service Desk: +1 713-878-6970 (option 7 for Finance). Your Purchase Order will contain the correct legal entity to bill.*

**TABLE 2 | Mailing Address**

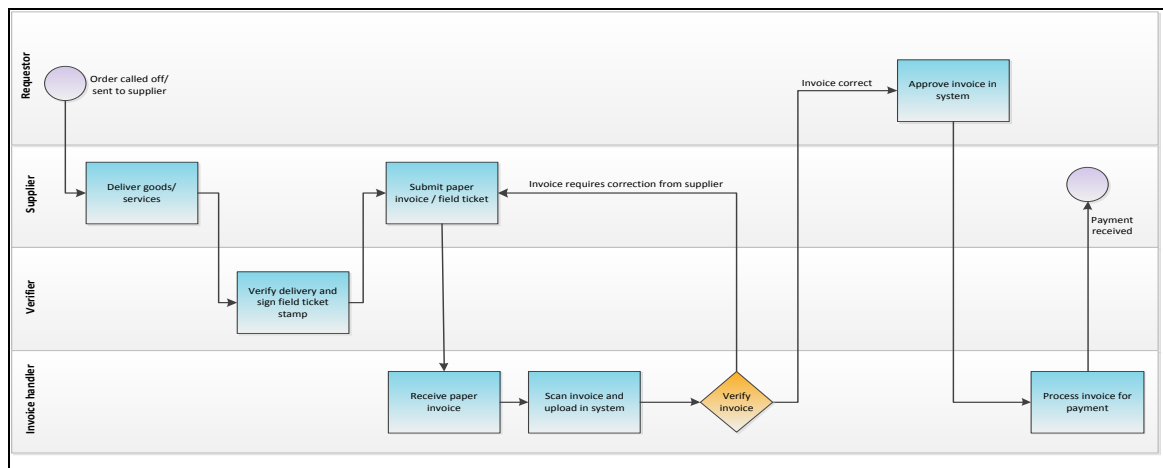
Legal Entity	Applies to	Invoice To Address
Equinor Energy LP	Bakken upstream activities	Equinor Oil & Gas LP Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304
Equinor Texas Onshore Properties LLC	Eagle Ford upstream activities	Equinor Texas Onshore Properties LLC Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304
Equinor USA Onshore Properties Inc.	APB upstream activities	Equinor USA Onshore Properties Inc. Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304
Equinor US Operations LLC	US Corporate	Equinor US Operations LLC Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304

<p>Equinor Pipelines LLC</p>	<p>Gathering system activities for Bakken, Eagle Ford, APB and Rockies (Equinor pipelines, salt water disposal wells, and oil facilities)</p>	<p>Equinor Pipelines LLC Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304</p>
<p>Equinor Wind US LLC</p>	<p>Stamford, Wind activities</p>	<p>Equinor Wind US LLC Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304</p>
<p>Equinor Gulf of Mexico Response Company LLC</p>	<p>Emergency response activities</p>	<p>Equinor Gulf of Mexico Response Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304</p>
<p>Equinor USA E&amp;P Inc.</p>	<p>Titan platform and related activities</p>	<p>Equinor USA E&amp;P Inc. Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304</p>
<p>Equinor Gulf of Mexico LLC</p>	<p>Exploration Gulf of Mexico activities</p>	<p>Equinor Gulf of Mexico LLC. Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304</p>
<p>Equinor Marketing &amp; Trading (US) Inc.</p>	<p>Marketing and Trading activities</p>	<p>Equinor Marketing &amp; Trading (US) Inc. Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304</p>

Equinor Gulf Properties Inc.	Offshore	Equinor Gulf Properties Inc. Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304
Equinor US Holdings Inc.	Business Service	Equinor US Holdings Inc. Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304
Equinor Natural Gas LLC	Marketing and Trading activities	Equinor Natural Gas LLC Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304

*Note: Equinor will not be responsible for invoices mailed to an incorrect address.*

**FIGURE 2 | PAPER INVOICE PROCESS DIAGRAM**



## 11. CREDIT MEMOS

Submit credit memos via OpenInvoice to Equinor referencing the original purchase order and the invoice that is being credited. The amount should be sent by ACH or wire transfer to the

applicable legal entity. For details on account numbers, routing numbers or Swift code for the specific legal entity, submit a ticket to [usinvoice@Equinor.com](mailto:usinvoice@Equinor.com)

If no purchase order number exists; contact your Equinor Procurement Responsible.

## 12. COMMON DISPUTE REASONS

When an invoice is disputed by Equinor, the payment terms will reset when the corrected invoice is resubmitted by the supplier. Invoices can be disputed for the following reasons inclusive however not limited to:

- Attachment size (Greater than 10MB)
- Duplicate invoice
- Incorrect Pricing
- Incorrect Purchase Order Number
- Incorrect Tax amount
- Incorrect WBS/Cost Center
- Invoice is 60 days or more past work date (*Refer section 6.2*)
- Invoice submitted under wrong asset
- Supporting document not meeting required criteria (*Refer section 9*)
- Reached maximum number of line items (*Refer section 6.1*)

If you have questions regarding a disputed invoice, please use the “Send message” functionality within Openinvoice to reach out to a Equinor representative or contact your Equinor Procurement Responsible.

*Note: Paper suppliers will receive a dispute notification via email from a Equinor representative detailing the dispute which supports dialogue. Please ensure the contact information listed on your invoice contains a current email address.*

## APPENDIX 1 | FREQUENTLY ASKED QUESTIONS

- Q.** How do I get status of my purchase order or invoice?
- A.** Contact Equinor via the channels below:  
Email: [usinvoice@Equinor.com](mailto:usinvoice@Equinor.com), or  
Call Equinor Service Desk: +1 713-878-6970 (option 7 for Finance)
- Q.** How do I confirm my purchase order number, line number clarification, fund balances, or quantity updates?
- A.** Contact Equinor Procurement Responsible listed on purchase order
- Q.** How do I get help with OpenInvoice login issues?
- A.** Contact OpenInvoice via the channels below:  
Email: [openinvoicesupport@oildex.com](mailto:openinvoicesupport@oildex.com), or  
Call Oildex OpenInvoice Support: +1 (866) 627–3287
- Q.** How do I get help with invoice submissions?
- A.** Contact Equinor via the channels below:  
Email: [usinvoice@Equinor.com](mailto:usinvoice@Equinor.com), or  
Call Equinor Service Desk: +1 713-878-6970 (option 7 for Finance)

**Q.** How do I get my invoice supporting document stamped for Onshore?

**A.** The “primary” process is to contact the Equinor work requestor to provide an Electronic Field Ticket Stamp (EFTS), unless specifically guided differently by an Equinor representative. If EFTS is not provided, secondary process is to get invoice supporting documentation signed at location.

Below are Equinor’s main US Onshore field office locations:

**Bakken:** 14649 Brigham Drive , Williston, North Dakota 58801, (701) 875-3501

**Bakken:** 6160 90th Ave NW, Ross, ND 58776, (701) 755-3402

**EagleFord :** 126 FM 1545, Three Rivers, TX 78071, (361) 786-1201

**EagleFord:** 767 County Road 323, Runge, TX 78151, (830) 239-4347

**Appalacian Basin:** 42722 State Rte 7, Main 1 Telco, Ohio Twp, OH, US, 43915

**Applacian Basin:** Town Center Bldg. 1, 300 Wharton Circle, Suite 265, Triadelphia, WV 26059, (304) 362-9868

- Q.** How do I get my purchase order to populate in the OpenInvoice dropdown?
- A.** If the purchase order is setup as “PO acknowledgement required”, it cannot be viewed in the dropdown until it has been accepted in OpenInvoice. Purchase order acceptance requests can be viewed within the ‘Purchase Orders’ section on the OpenInvoice landing page as ‘Pending’. Once the step is complete, please try submitting your invoice.

*Note: This step will have to be performed even if a historic purchase order was “accepted” but recently modified. The **Purchase Order Acceptance** job aid detailing these steps can be found in the OpenInvoice “Resource Center”.*

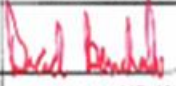


**PAPER INVOICE**

Below is a sample of a paper invoice.

<b>Oilfield Services</b>		<b>INVOICE</b>		
Voice:		Invoice Number: T-B68-032-9BFA		
Fax:		Invoice Date: Nov 4, 2014		
		Page: 1		
<b>Bill To:</b> EQUINOR GULF OF MEXICO, L.L.C. Attn: Accounts Payable P.O. Box 211277 Dallas, TX 75211-4304		<b>Ship to:</b>		
<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>		
STA3000	4502976004	Net 30 days		
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>	
			12/4/14	
<b>Quantity</b>	<b>Item</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>
5.00	321 COR INHIB HITEMP	HI TEMP CORRISION INHIB	47.00	235.00
5.00	321 H2S SCAVENGER	H2S SCAVENGER	40.00	200.00
5.00	321 FLTR	FILTER	18.00	90.00
1.00	321 BOOSTER	4X4 BOOSTER PUMP	125.00	125.00
4.00	321 DIEM	PER DIEM	200.00	800.00
2.00	321 ENGINEER	ENGINEERING SERVICE	795.00	1,590.00
3.00	321 TRNSPRT	TRANSPORTATION	125.00	375.00
1.00	321 FLTRPOD	FILTER POD	220.00	220.00
2.00	321 HELPER	HELPER	495.00	990.00
1.00	321 MIXPLNT	MIXING PLANT	325.00	325.00
			<b>Subtotal</b>	<b>4,950.00</b>
			<b>Sales Tax</b>	<b>334.13</b>
			<b>Total Invoice Amount</b>	<b>5,284.13</b>
			<b>Payment/Credit Applied</b>	
			<b>TOTAL</b>	<b>5,284.13</b>

Receipt Confirmation	
Location:	Kenedy Corp BSH
WBS/Cost Center:	J ST 4033 10136 CMP
Vendor:	
OL #:	4280500
PO #:	4502976004
Print name:	Brod Berchansk
Signature:	
Invoice Approver:	Wesley (827183)
* The signature above is an acknowledgment of services provided and that the invoice is correct and approved by the customer.	

### PHYSICAL FIELD TICKET STAMP



Below is a sample of a field ticket. Field ticket stamps must be signed with all required data for invoice payment.

<b>PO#</b>	
<b>Invoice Approver:</b>	
<b>Date:</b>	
<b>Location:</b>	
<b>WBS/Cost Center:</b>	
<b>Print Name:</b>	
<b>Signature</b>	

*Note: Various versions of the stamp maybe used which may look different however will contain the same information.*

### ELECTRONIC FIELD TICKET STAMP

Below is a sample of an electronic field ticket stamp. Please see section **9.1 Electronic Field Ticket Stamp** for the detailed process.

Electronic Field Ticket Stamp			
 0000000455			
Stamp #: 0000000455 – Approved		Request Date: March 14, 2018	
Supplier Field Ticket #: 3900		Estimated Cost: \$20,000.00	
<b>Supplier Information</b> Supplier Name LLC P.O. Box 2020 Dallas TX 75100		<b>Equinor Contact</b> Equinor Contact Name eqct@equinor.com 713-800-6000	
<b>Billing Information</b> Invoice Submission: Refer to Purchase Order or <a href="#">Equinor US Operations Invoicing Policy</a> Invoice Approver: Approver Name Company Code: 4033		<b>Field Ticket Notes</b>	
Purchase Details			
Purchase Order #:	4501234515	Delivery Date:	March 14, 2018
WOA #:	4600012345	Asset:	Eagle Ford
PO Line	Description		
10000	EF_2018_Contract Labor_CMP		
Locations			
Description	API Well No	GL Account	Cost Object
YOUNG GU1 A5	42-255-35450-00	6630110	J ST.4033_1002735_CMP
Signed: Equinor Contact Name		Date: June 27, 2018	
<small>The Call-off Order serves as the Electronic Field Ticket Stamp, once signed and dated.                      The Electronic Field Ticket Stamp is an acknowledgement that the described Work has been completed, only. Equinor hereby reserves all claims, remedies, warranties, and other rights that may be available to it, in law, at equity, or by contract.</small>			



# APPENDIX 3 | MATCHING PURCHASE ORDER AND INVOICE DATA

## 3A. HOW TO MATCH THE PURCHASE ORDER AND INVOICE HEADER DATA

Figure 1a and 1b | Sample Equinor Purchase order

Figure 2 | Sample Supplier Invoice header

**Purchase Order 4501234515** 2

Supplier Name **1**  
 PO BOX 12345  
 Houston 77042-4512

Equinor Gulf Services LLC  
 Purchase Order Date: 4501234515 / 08/15/2016 Print date: 08/15/2016  
 The above reference number must be given on all documents sent in all correspondence  
 Your reference / Salesperson: 4500021234 / Supplier Salesperson name  
 Terms of delivery according to incoterms2010: DDP Delivery Address  
 Delivery date: 08/27/2016  
 Terms of payment: Within 30 days of receipt of the invoice

If not specified, please deliver to: Equinor Gulf Services LLC  
 2300 Bridge Point Parkway, Building 2, 5th 800 Austin 78730 Dallas TX 75211-4304

The Equinor Operations Invoicing Policy is available on the following website:  
<https://www.equinor.com/content/dam/statelocuments/supply-chain/online-operations-invoicing-policy-05-05-17.pdf>  
 Invoice(s) must reference Equinor's PO number and be submitted via the electronic payment portal. OpenInvoice. One attachment per email and one invoice per attachment. If you haven't been enabled in OpenInvoice, invoices can be emailed to [apdnvoice@equinor.com](mailto:apdnvoice@equinor.com)

To obtain status of a submitted invoice, please submit your inquiry via email to [uainvoice@stateloc.com](mailto:uainvoice@stateloc.com) or by contacting the Help Desk (Phone @ 713-876-5970 (option 7 for Finance))

Item	Quantity	Description	Price per unit	Net value USD
00010	1 PC	PC,DESKTOP,800 G2,8MB,8GB RAM,32GBSSD Deliv. date: 08/27/2017 Your material no.: 450005458 Our material no.: 33563853 Ref. and count: 4500021234 from 08/20/16 Please deliver to: Equinor Gulf Services LLC 2300 Bridge Point Parkway, Building 2, 5th 800 Austin 78730	500.00	500.00

Equinor Gulf Services LLC  
 Phone: 7132222222  
 Fax: 7132222222  
 E-Mail: [equinor@equinor.com](mailto:equinor@equinor.com)

Invoice number:101112		Invoice Date: 25.05.201X	
Supplier Name as Supplier Name PO Box 12345 Houston 77042-4512		TO	Equinor Gulf Services LLC Attn: Accounts Payable PO Box 211277 Dallas TX 75211-4304
Salesperson	Email and Phone	Payment Terms	Purchase Order Reference
Sales Person Name	<a href="mailto:salesperson@suppliername.com">salesperson@suppliername.com</a> 513-554-5555	NT30	4501234515
			Total Net Value excluding tax 510 USD

Add fields 1-10 from the Purchase Order on your invoice:

**Purchase Order 4501234515**

Supplier Name  
 PO BOX 12345  
 Houston 77042-4512

Purchase Order Date: 4501234515 / 08/15/2016

Item	Quantity	Description	Price per unit	Net value USD
00028	2 PC	ADAPTER,DISPLAY PORT/DVI-D,H1870AA, Deliv. date: 08/27/2017 Your material no.: 805210-PC Our material no.: 33563853 Ref. and count: 4500021234 from 08/20/16 Please deliver to: Equinor Gulf Services LLC 2300 Bridge Point Parkway, Building 2, 5th 800 Austin 78730	5.00	10.00

Total net value excl. VAT USD 510.00

Equinor Gulf Services LLC  
 Phone: 7132222222  
 Fax: 7132222222  
 E-Mail: [equinor@equinor.com](mailto:equinor@equinor.com)

Reference Number	Purchase Order Field	Where to look for the info	
1	Supplier Name	Header	
2	Purchase Order No		
3	Invoice Address		
4	Purchase Order Line no		
5	Order line reference for service (same as PO line no)	Item Level	
5b	In certain scenarios (eg. Material POs) an additional order line reference may exist		
6	WOA line item number		
7	Material Number		
8	Currency		
9	Total item amount		
10	Unit of measure		
11	Total purchase order amount		
12	Equinor entity (buyer)		Signature
13	Procurement responsible with authority to change and update the purchase order		

### 3B. ITEM LEVEL - HOW TO MATCH PURCHASE ORDER AND INVOICE

**Figure 3a |** Sample Equinor Purchase Order

Item	Quantity	Description	Price per unit	Net value NOK
00010		12M SERVICE JOB	108.500,00	108.500,00
The item contains the following services :				
00010/10		6179999 Service Technician, Normal time	100 H 1000,00 per H	
00010/20		6179998 Service Technician, Overtime	5 H 1500,00 per H	
00010/30		6179997 Mob/demob	PC 1000,00 per PC	
00020	2 PC	Monitor, material Our material no. 02200222	1.000,00	2.000,00
Total net value excl. VAT NOK				111.500,00

**Figure 3b |** Sample Supplier Invoice

ITEM		QUANTITY	UNIT PRICE	TOTAL
10/10	6179999 Service Normal time, Offshore Ola Oflesen, Service technician Trine Trinesen Service technician	100 Hours 50 Hours 50 Hours	1.000,00	100.000,00
10/20	6179998 Service Technician, Normal time Overtime Offsh Ola Oflesen Service Technician	5 Hours 5 Hours	1.500,00	7.500,00
10/30	6179997 Mob/demob	2pc	1.000,00	2.000,00
20	Monitor Our material no.02200222	2pc	1.000,00	2.000,00
Total net value excl. VAT NOK				111.500,00

#### Matching the PO and invoice on item level

- Use same order line reference in invoice as in purchase order (Example: Item 10/10, Item 20)
- Specify what deliveries the item consist of by adding material/ service description of all elements that is included in the item.
  - **Example:**  
If several persons is involved in a job, list the names. If Equinor orders “Spare parts for service” list the delivered items or add a material list.
- Use identical description and the service/material number as in the purchase order.
- Use quantity delivered with the exact same unit(s) of measure, as the one(s) indicated on PO.
  - **Example:**  
H (Hour) or PC (Piece)
- Use the same unit price and quantity as in the purchase order.