

## Getting Started with E-Invoicing via Equinor Supplier Portal (Eye-share)

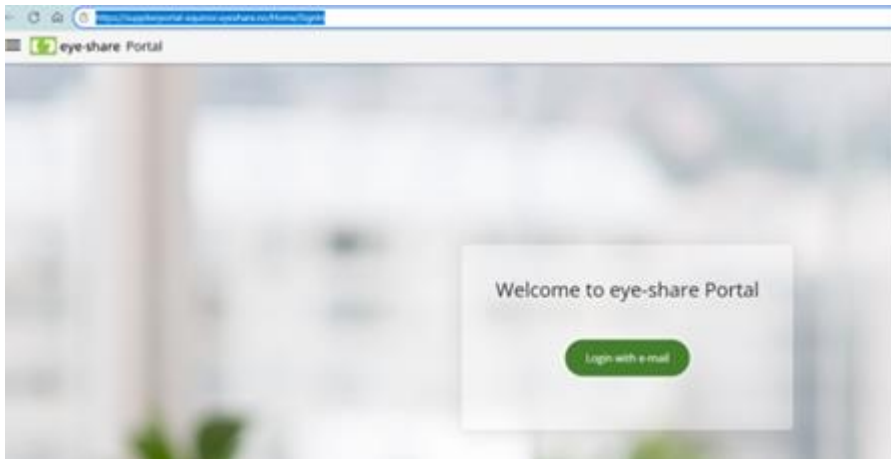
*Relevant for suppliers who receive purchase orders from Equinor via the Eye-share portal and are not yet able to send EHF/Peppol invoices from their ERP system.*

### Step 1: Log In to the Eye-share Portal

🔗 <https://supplierportal-equinor.eyeshare.no/Home/SignIn>

If you don't have a personal user account:

- Contact your company's **admin user** for Eye-share (typically the person in your company handling Equinor purchase orders).
- If you're unable to identify the admin user, contact:
  - ✉ [fg\\_esportal@equinor.com](mailto:fg_esportal@equinor.com)
  - ☎ **+47 51 999 222**, ext. 6



### Step 2: Access the User Manual

Once logged in:

- Click the **menu icon** in the upper left corner.
- Open the **Eye-share user manual**.

Focus on:

- **Section 5.18 – 5.19:** Activating the invoicing module
- **Section 5.20 – 5.22:** Sending invoices

### Need Help?

For technical issues or questions, contact Equinor's support related to supplier portal:

✉ [fg\\_esportal@equinor.com](mailto:fg_esportal@equinor.com)

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