



equinor

Invoicing instructions

October 2023

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.

General information

Required invoice information

- Equinor requires suppliers invoices to be PO-matched (PO-flipped) in structure and shall include all data fields from the specific purchase order as specified herein.

Attachments

- Invoices shall be accompanied by attachments only when supporting documentation requirements are stated in the contract/purchase order.

Pre-approval of invoice (Proforma invoices)

- Once digital invoicing is implemented for suppliers there shall be no pre-approval invoice process practiced in contracts. Until this time an invoice suggestion may be requested for approval before the official invoice is submitted. This is stated in the contract/purchase order 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 contact person requesting the credit note shall be referenced.

Failure to comply

- If the invoice is not issued as described in this instruction, Equinor 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	Peppol/UBL XML
Supplier company name	Legal name of supplier as registered by Equinor	/AccountingSupplierParty/Party/PartyLegalEntity/RegistrationName
Supplier registered address	Supplier address as registered by Equinor	/AccountingSupplierParty/Party/PostalAddress
Supplier TAX / VAT registration number	TAX / VAT number as registered by Equinor	/AccountingSupplierParty/Party/PartyTaxScheme/CompanyID
Supplier contact person, telephone number and e-mail address	Full name, telephone number with country code and email address	/AccountingSupplierParty/Party/Contact
Supplier bank account for receiving the payment	Bank account number as registered by Equinor. IBAN number is preferred	/PaymentMeans/PayeeFinancialAccount/ID
Equinor legal entity name	Correct Equinor entity legal name	/AccountingCustomerParty/Party/PartyLegalEntity/RegistrationName
Equinor purchase order number (or, if only verbal commitment received, contact person)	Purchase order number as stated on received order. If only a verbal commitment has been received from Equinor, then supplier contact person is required	/OrderReference/ID
Invoice currency	Currency as stated on purchase order. NOTE: Only one currency per invoice is accepted	/DocumentCurrencyCode
Statement "TAX / VAT not included" if tax exempted	Only relevant if the invoice is tax exempted	
OCR reference/KID number if relevant		/PaymentMeans/PaymentID

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

Field	Description	Peppol/UBL XML
Order line references for services*	Order item line containing service numbers. Applies to service invoicing. Use exactly same order item reference in invoice as in purchase order (Example: PO Service Item 00010/10) – Always two numbers here	/InvoiceLine/OrderLineReference/LinID
Order line reference for material *	Order item line containing details about material. Applies to materials invoicing. Use exactly the same order item reference in invoice as in purchase order (Example: PO Material Item 20)	/InvoiceLine/OrderLineReference/LinID
Service number	Equinor service number reference for ordered service	/InvoiceLine/Item/BuyersItemIdentification
Material number	Equinor material number reference for ordered material	/InvoiceLine/Item/BuyersItemIdentification
Unit price	Use the same unit price as in the purchase order	/InvoiceLine/Price/PriceAmount
Total item amount	Total item amount on line level shall be unit price multiplied by quantity	/InvoiceLine/LineExtensionAmount
Total invoice amount	Total amount for all items on invoice	/LegalMonetaryTotal/PayableAmount
Buyer Reference	Typically name of Equinor purchaser or contract manager as stated on purchase order	/BuyerReference

* Essential requirement for PO-matched digital invoicing

Required supporting documentation (attachments)

Equinor is working towards reducing the need for supporting documentation with invoices by changing the compensation strategies in contracts/purchase orders and using new data systems to check the correctness of quantities delivered. Supporting documentation need not be submitted if contract/purchase order specifies that such documents are not needed. Below are examples of types of purchases which have traditionally needed supporting documentation and shall be included with invoice if contract/purchase order does not state otherwise.

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

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.

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	100 H 1.000,00 per H	
00010/20		4079660 Service Technician, Overtime	5 H 1.500,00 per H	
00010/30		61799997 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

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 PDF Purchase order (PO) Header and footer fields



This example shows where to find required order data on PDF PO document, to be included in 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 paper invoices only (5)
- 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**

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

If not specified, please **4**
deliver to:
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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
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Your reference / Salesperson: 2001-00ETG / Dan Brown 6	
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Delivery date: 01.11.2018	
Terms of payment: Within 30 days of receipt of the invoice	

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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 PDF 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)