



equinor

Reference requirements for electronic invoice (UBL)

Version 4.2

Reference requirements (incl credit note)

- The official invoice is the structured content in the XML-file sent on Peppol/EHF or other UBL format which will be «consumed» directly into our ERP system.
- Please be aware of that all allowed units of measure must be according to UN/ECE recommendation 20.
 - [Code List Recommendations | UNECE](#)

Overview of reference fields

Refer to next pages for detailed descriptions of fields and requirements.

Reference field	Requirements
Order reference	Mandatory
Buyer reference	Mandatory
Contract/Frame agreement reference	Recommended
Bank account reference	Mandatory IBAN is strongly recommended
Attachments*	Mandatory if required for approval by Equinor
Order Line reference	Mandatory (except pre-approved service entry/invoice certificate)
Material/service number reference	Yes, if provided in the Purchase Order
Material/service name and description	Yes, if provided in the Purchase Order
Delivery location	Mandatory
Tax currency different from invoice currency	Mandatory, if relevant

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

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

Reference field	Description	UBL reference	Example
Order reference	Order reference shall contain 10 digits. No letters, empty spaces or other symbols.	OrderReference/ID	4501234567
Buyer reference	Identifies the e-mail address (or name) of Equinor's contact person	BuyerReference	buyer@equinor.com
Contract/Frame agreement reference	If contract/frame agreement reference is available this field shall contain 10 digits. No letters, empty spaces or other symbols.	ContractDocumentReference/ID	4600012345
Bank account reference	Mandatory. IBAN is strongly recommended wherever applicable	PaymentMeans/ PayeeFinancialAccount/ID	NO1234567890123
Attachments	<p>It is possible to include attachments in PDF format.</p> <p>A single attachment 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 and recommend that the total size file should not exceed 30 MB per invoice., (up to 100MB is possible, but should be avoided on a day to day basis)</p>	AdditionalDocumentReference/ID	

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

Reference field	Description	UBL reference	Example
Order Line reference	<p>Order line reference. For material order item the reference shall contain order item line number.</p> <p>For service orders the reference shall contain a combination of order item line number and service line number in the following format: order item<separator>service line number.</p> <p>Separators shall be one of the following:</p> <ul style="list-style-type: none"> • Hash (#) • Forward slash (/) <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>
Material/service number reference	<p>The invoice shall refer to Equinor's material-/service number and description as given in the purchase order.</p> <p>For invoice related to pre-approved service entry/Invoice Certificate, the 10 digit SE number shall be placed in the "BuyersItemIdentification/Id" element.</p>	InvoiceLine/Item/BuyersItemIdentification/Id	<p>2001524</p> <p>1010123456</p>
Material/service name and description	<p>The invoice shall refer to Equinor's material-/service name and descriptions as given in the purchase order.</p>	<p>InvoiceLine/Item/Name</p> <p>InvoiceLine/Item/Description</p>	<p>Site visit Supervisor</p>

Detailed description of reference fields and requirements (page 3/3)

Reference field	Description	UBL reference	Example
Delivery location	Actual delivery address for material or services. Please include GLN or plant Id if GLN is not known.	Delivery/DeliveryLocation/Id	GLN or "plant #" 7080001321291
	The street address / postal address may be used for tax calculations	Delivery/DeliveryLocation/Address	Street address
Tax currency different from invoice currency	<p>If the TAX/Local currency is different from the invoice currency the following shall be included:</p> <ul style="list-style-type: none"> • Invoice currency (document currency) • The date of the exchange rate calculation • Tax/Local currency when different from invoice currency 	DocumentCurrencyCode	EUR
		TaxPointDate	2016
		TaxCurrencyCode	NOK
	<ul style="list-style-type: none"> • The total amount of tax in the invoice currency 	TaxTotal\TaxAmount for invoice currency	TaxAmount currencyID="EUR">90.89
	<ul style="list-style-type: none"> • Calculated tax amount in TAX/Local currency 	TaxTotal\TaxAmount for TAX/Local currency	TaxAmount currencyID="NOK">224,59

Additional requirements

- Freight costs are regulated by the Incoterm stated in the contract and/or the purchase order. Any freight cost and/or invoice fees shall be agreed on prior to submitting invoice. Equinor normally does not accept any invoice fees.
- Invoices that do not adhere to Equinor's requirements will be rejected.
- The agreed contract with Equinor may contain additional requirements.

Questions related to eInvoice and UBL structure according to Peppol may be sent to:

- Equinor contract responsible or Company representative.
- invoice@equinor.com for accounting-related clarifications.
- gm_ecommintegration@equinor.com for technical clarifications.