



# Invoicing instructions

August 2022

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

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

| Field                                      | Description   |
|--|---|
| <b>Order line references for services*</b> | 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 |
| <b>Order line reference for material*</b>  | 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)                   |
| <b>Service number</b>                      | Equinor service number reference for ordered service  |
| <b>Material number</b>                     | Equinor material number reference for ordered material  |
| <b>Unit price</b>                          | Use the same unit price as in the purchase order  |
| <b>Total item amount</b>                   | Total item amount on line level shall be unit price multiplied by quantity  |
| <b>Unit of measure</b>                     | Unit of measure for service or material as ordered by Equinor.<br>For invoice: Use corresponding ISO units if received PO contains non-ISO units  |
| <b>Total invoice amount</b>                | Total amount for all items on invoice   |
| <b>Equinor entity</b>                      | Name of Equinor entity invoice is made out to   |
| <b>Procurement responsible</b>             | Name of Equinor purchaser or contract manager as stated on purchase order   |

\* 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   |
|--|---|
| <b>Services with hourly rate (man-hours)</b>     | <p>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.</p> <p>*Time sheet template is available on <a href="http://www.equinor.com/en/supply-chain.html#downloads">www.equinor.com/en/supply-chain.html#downloads</a></p> |
| <b>Rental equipment</b>                          | Documentation of delivery- and collection dates. (Example: tracking number, shipping documents)   |
| <b>"Ad-hoc"/bulk/consumable materials:</b>       | Material list with quantity and price   |
| <b>Travel compensated as cost reimbursement:</b> | <p>(if not mob/demob rates in contract)</p> <p>Travel summary (dates, to/from, distance, traveller) + travel documentation /receipts</p>  |
| <b>Purchases on behalf of Equinor:</b>           | <p>Sub-supplier invoice (re invoiced costs).</p> <p>All attachments shall be attached in chronological order according to item and sub-item in Equinor PO. Mark each attached invoice with item number</p>  |

Purchase Order 4503630606 **1**

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.htm#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                                     |          | <b>12M SERVICE JOB</b>   | 200,000,00                   | 200,000,00    |
| The item contains the following services: |          |  |                              |               |
| 00010/10                                  | <b>8</b> | 6283282 Service Technician, Normal time <b>9 10</b>                | 100 H 1,000,00 per <b>13</b> | 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 <b>17</b><br>Our material no. 02200222 <b>18</b> | 1,000,00 <b>19</b>           | 2,000,00      |
| Total net value excl. VAT <b>NOK 20</b>   |          |  |                              | 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-5036 BERGØEN Norway  
Phone: +47 5557200, Fax: 47 5557221, E-mail: [equinor@bring.com](mailto: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

NO99088213 MVA **22**

Phone +47 51999000  
Fax +47 51999000  
Email [kari.buyer@equinor.com](mailto: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

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 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

Equinor Energy AS **2**

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

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| 00010/30                                       |                 | 61799997 Mob/demob Stavanger                   | 2 PC 1,000,00 per PC                        |               |
| 00020  | 2 PC            | <b>Monitor, Material <b>17</b></b>             | 1,000,00                                    | 2,000,00      |
|  | <b>14 15 16</b> | Our material no. 02200222 <b>18</b>            | <b>19</b>                                   |               |
| <b>Total net value excl. VAT NOK <b>20</b></b> |                 |  |   | 202,000,00    |

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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)