

# EQUINOR US OPERATIONS INVOICING POLICY

## TABLE OF CONTENTS

1. Definitions .....	2
2. Purpose & Objectives .....	2
3. Expectation Of Suppliers .....	2
4. Structure .....	2
5. Submission Requirements.....	3
6. Frequency And Timing .....	5
7. Payment Terms .....	6
8. Payment Method.....	6
9. Supporting Documents .....	6
10. Submission Methods .....	8
11. Credit Memos .....	9
12. Common Dispute Reasons .....	9
Appendix 1   Frequently Asked Questions.....	10
Appendix 2  Examples .....	11
Appendix 3   Matching Purchase Order And Invoice Data.....	13

## 1. DEFINITIONS

- **Job/Well:** Physical location/asset that the service took place, or the material was delivered to. Job is goods delivered and/ or services provided.
- **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.

## 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 an 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 an Equinor representative (field ticket, bill of lading, delivery ticket, electronic field ticket stamp, time sheets etc.)

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

Invoice must be for a single well or job that is associated with several days of work and/ or can be a consolidated order to create one large invoice, as long as the work is in reference to the same purchase

order with the same invoice approver.

### **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 cost 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 5.1 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**

Requirements	Description
<b>Supplier Invoice Number</b>	The word "Invoice" and 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.  Invoice to be on Supplier company letterhead with company's legal name, address and contact person in accounting department
<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'. Supplier is responsible to include the purchase order number on invoice submission.
<b>Equinor entity name</b>	Equinor entity name provided on the Purchase Order
<b>Ship-from Zip +4</b>	Zip code of which services were rendered or goods were shipped from Format: XXXXX-XXXX or XXXXX XXXX. (applicable only for Texas Intra state invoices)
<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/ Contract Number</b>	Work order agreement number (WOA) as listed on the purchase order, if applicable <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> <li>▪ Invoice</li> <li>▪ Shipping Notification</li> <li>▪ Material Slip</li> <li>▪ Timesheet</li> </ul>
<b>Payment Terms</b>	This should be identical as the PO/ Contract issued for the specific scope of work
<b>Banking Details</b>	Banking details (including IBAN / Swift Code where used). In case there is a change in bank details Equinor's Procurement Representative needs to be contacted
<b>Tax Identification Number</b>	Based on Supplier geographic location

*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 or per direction from Equinor representative. 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 by Equinor 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 email invoices, payment terms start when the invoice is successfully submitted, and confirmation email is received. 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 an 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			
000000495			
Stamp #: 000000455	Request Date: June 26, 2018		
Supplier Information Supplier Name L.L.C. 200 Office Rd, Suite 200 Dallas TX 75109	Equinor Contact Equinor Contact Name eqc@equinor.com 713-600-6000		
Billing Information Invoice Submissions: Refer to Purchase Order or Equinor US Operations Invoicing Policy Company Code: 4033	Special Instructions		
Directions: Information provided			
Purchase Details			
Purchase Order #: 4501234515 WOA #: 4600012345	Delivery Date: June 26, 2018 Asset: Eagle Ford		
PO Line	Description		
10000	EF_2019_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

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

Page 1 of 1

From: Equinor Contact [mailto:eqc@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 #000000455 for services at multiple locations  
Importance: High

Call-Off Order: 000000...  
84 KB

Supplier,  
Please find attached the documentation for Call-Off Order #000000455.  
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			
000000495			
Stamp #: 000000455 - Approved	Request Date: March 14, 2018		
Supplier Field Ticket #: 3900	Estimated Cost: \$20,000.00		
Supplier Information Supplier Name LLC P.O. Box 2020 Dallas TX 75109	Equinor Contact Equinor Contact Name eqc@equinor.com 713-600-6000		
Billing Information Invoice Submissions: Refer to Purchase Order or Equinor US Operations Invoicing Policy Invoice Approver: Approver Name Company Code: 4033	Field Ticket Notes		
Purchase Details			
Purchase Order #: 4501234515 WOA #: 4600012345	Delivery Date: March 14, 2018 Asset: Eagle Ford		
PO Line	Description		
10000	EF_2019_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		

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 law, in equity, or in contract.

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:eqc@equinor.com]  
Sent: Wednesday, June 27, 2018 1:05 PM  
To: Contact1@equinor.com; Contact2@equinor.com  
CC: Contact1@equinor.com; Contact2@equinor.com  
Subject: APPROVED Call-Off Order #000000455 | Supplier Field Ticket #3900  
Importance: High

Electronic Field Ticket Stamp  
46 KB

Supplier,  
Please find attached the Electronic Field Ticket Stamp for Call-Off Order #000000455. 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  
gri\_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 two methods for submitting an invoice to Equinor: email and paper
- The preferred method is email to [PDFInvoice@Equinor.com](mailto:PDFInvoice@Equinor.com)
- If not submitting through the preferred channel, suppliers are permitted to submit via physical mail, with the expectation they will work towards the email submission process

### 10.1.1 EMAIL INVOICE SUBMISSION

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

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

1. Invoice to be in PDF format **only**. All other file extensions will be rejected
2. Only one PDF file per email
3. Both invoice and attachments need to be included in the same PDF file
4. Invoice page must be the first page of the PDF
5. **Only one invoice** (including back-up documentation) for each e-mail
6. Subject of email should include invoice number and company name (example: Invoice No 1, COMPANY NAME ABC LLC) (if possible)
7. No messages can be submitted with the e-mail, as it will be read by a scanner
8. Total size of the e-mail (attachment plus text) should not exceed 36MB
9. Send the e-mail to: [PDFInvoice@Equinor.com](mailto:PDFInvoice@Equinor.com)

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

E-mail must include Company name, PO number, Invoice number, and Invoice amount.

For Purchase Order issues please contact your Equinor Procurement Representative. For any scope changes while delivering work please contact your Equinor Representative requesting services.

### 10.1.2 PHYSICAL MAIL INVOICE SUBMISSION

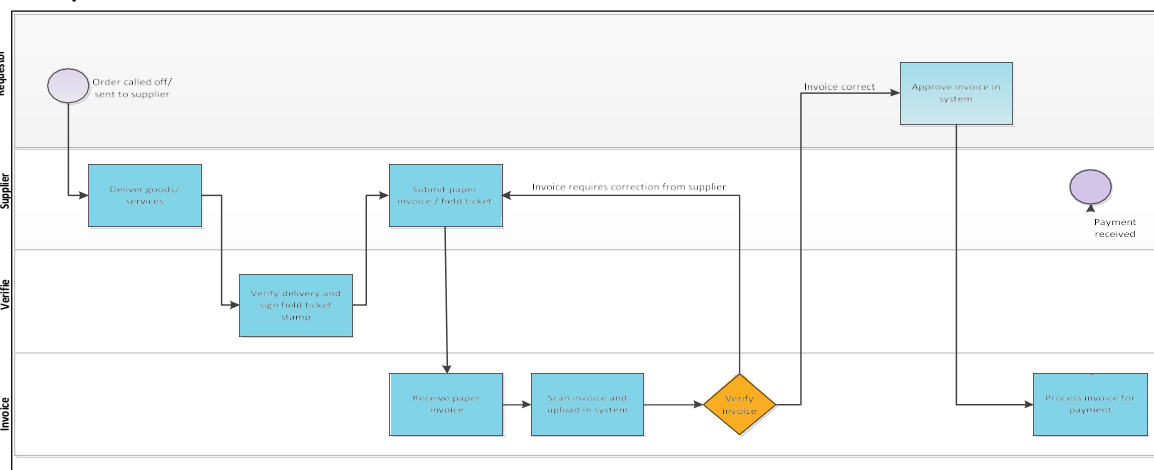
If supplier chooses to use physical mail, paper invoices must be mailed to the address below:

**Attn: Invoicing Department**  
2107, City West Blvd, Suite 101  
Houston, TX 7704

*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.*



**FIGURE 2 | PAPER INVOICE PROCESS DIAGRAM**



## 11. CREDIT MEMOS

Submit credit memos via [PDFInvoice@Equinor.com](mailto:PDFInvoice@Equinor.com) and reference 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:

- Total size of the e-mail (attachment plus text) exceeding 36MB
- Duplicate invoice
- Incorrect Pricing
- Incorrect Purchase Order Number
- Equinor Entity Name not matching that on the Purchase Order
- Incorrect Tax amount
- 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 submit a ticket to [usinvoice@equinor.com](mailto:usinvoice@equinor.com) or contact your Equinor Procurement Responsible.

*Note: Paper/ Physical mail suppliers will receive a dispute notification via email from an 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 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:

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

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

## APPENDIX 2| EXAMPLES

### INVOICE

Below is a sample of an invoice containing required fields

INVOICE								
<p><b>ABC Company</b></p> <p>Remit to: ABC Company, Inc. P.O. Box 12345, Dallas, TX 75303-5678</p>				<p style="text-align: center;"><b>Wire Transfer Information</b></p> <p>Account Number: Account XXXXXXXX ABA Routing Number: XXXXXXXX</p>				
Invoice Date: March 25, 2020				Invoice Number: 89101112				
<p><b>DIRECT CORRESPONDENCE TO:</b> 123 BUSINESS BLVD Williston, ND 55843-1234</p>				<p>Rig Name: XYZ Rig Well Name: ALLISON 23-14 XW 1TFH, WILLIAMS Ship to: SPRINGBROOK, ND 58843 WILLIAMS</p> <p>Job Date: January 31, 2020 Cust. PO No.: 4503211234 Payment Terms: Net 30 days from Invoice date Sales Order No.: 90123456</p>				
<p><b>TO:</b></p> <p>EQUINOR ENERGY LP ATTN ACCOUNTS PAYABLE pdfinvoice@equinor.com</p>				<p>Shipping Point: ND ESP Shipping Point Ultimate Destination Country: US Customer Account No.: 350131</p>				
Material	Description	QTY	UOM	Base Amount	Unit Amount	Gross Amount	Discount	Net Amount
1092014	SESP DIRECT SALE BOM - MONITOR January 2020	1.00	JOB					
*1100353	AL MON MONITOR/SURV OWNED-INSP	1.000	MON		450.00	450.00		450.00
	Taxable							450.00
	Non-Taxable							0.00
	<b>Total</b>					<b>450.00</b>		<b>450.00</b>
	Due on 07/29/2020					450.00		450.00
	Sales Tax - State -ND							17.50
	Sales Tax - County -WILLIAMS							3.50
	<b>Invoice Total</b>							<b>471.00</b>
								US Dollars
<p><b>CUSTOMER ROUTING DATA:</b></p> <p>WBS OR Cost Center : DST106542 Invoice Approver :Equinor Rep Name PO Line : 10000~ ~ DEFAULT Contract : 4600012345</p>								
<p>Financial Services Contact: Supplier Rep Name Phone: 97212345678 E-mail: supplier.rep@abc.com</p>								

\* - Taxable Item

PAGE 1 OF 1

### 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			
 <small>0000000455</small>			
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 TC 75100		<b>Equinor Contact</b> Equinor Contact Name eqct@equinor.com 713-600-6000	
<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_2019_Contract Labor_CMP		
Locations			
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, 2016	
<small>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 at 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 and to all correspondence.

Your reference / Salesperson: 4500021234 / Supplier Salesperson name  
 Terms of delivery according to INCOTERMS 2010: 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: Onshore Holdings LLC, 8200 Bridge Point Parkway, Building 2, Austin 78730  
 Please Invoice to: Equinor Gulf Services LLC, Attn: Accounts Payable, PO BOX 211277, Dallas TX 75211-4304 **3**

The Equinor Operations Invoicing Policy is available on the following website:  
<https://www.equinor.com/content/dam/equinor/documents/supply-chain/easib-onshore-operations-invoicing-policy-05-05-17.pdf>  
 (Invoices) must reference Equinor's PO number and be submitted via the electronic payment portal. OpenInvoice. One attachment per email and one invoice per shipment. If you have been assigned to OpenInvoice, invoices can be emailed to [ap@equinor.com](mailto:ap@equinor.com).

To obtain details of a submitted invoice, please submit your inquiry via email to [invoice@tstabi.com](mailto:invoice@tstabi.com) or by contacting the Help Desk. Phone @ 713-878-5970 (option 7 for finance).

Item	Quantity	Description	Price per unit	Net value USD
00010	1 PC	PC-BENEFIT-000-02-MMR-008-R4438628	500.00	500.00 <b>9</b>

Del. date: 08/27/2017  
 Your material no.: 02345678  
 Our material no.: 04567891  
 Ref. and date: 4500021234 from 08/08/16 **6**

Please deliver to:  
 Onshore Holdings LLC  
 8200 Bridge Point Parkway, Building 2, Ste 500  
 Austin, TX 78730

- Continued on page 2 -

Equinor Gulf Services LLC  
 Phone: 7133222222  
 Fax: 7133222222  
 Email: [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	TC Equinor Gulf Services LLC Attn:Accounts Payable PO Box 211277 Dallas TX 75211-4304			
Salesperson	Email and Phone	Payment Terms	Purchase Order Reference	Total Net Value excluding tax
Sales Person Name	<a href="mailto:salesperson@suppliername.com">salesperson@suppliername.com</a> 513-554-5555	NT30	4501234515	510 USD

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

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

**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
00008	1 PC	ADAPTER,DISPLAY PORT,15V-D,FH878AA	5.00	16.00 <b>7</b>

Del. date: 08/27/2017  
 Your material no.: 8553454545  
 Our material no.: 034567891  
 Ref. and date: 4500021234 from 08/08/16 **6**

Please deliver to:  
 Onshore Holdings LLC  
 8200 Bridge Point Parkway, Building 2, Ste 500  
 Austin, TX 78730

Total net value excl. VAT USD **8** 510.00 **11**

Equinor Procurement Responsible Name **13**

Equinor Gulf Services LLC  
 Phone: 7133222222  
 Fax: 7133222222  
 Email: [equinor@equinor.com](mailto:equinor@equinor.com)

### 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 The item contains the following services :	109 500,00	109 500,00
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 Olesen, 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 Olesen 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