

Payables Supplier Kit – AR, BR, GY, MX

Payment Status Tracking

You can check payment status or submit payment-related questions via the **GEP Payment Status Tool** at www.payment-advice.com .

How to Submit an Invoice

Invoices must be sent to the email address specified below.

The e-mails below are used only to receive invoices, all other inquiries will **not** be monitored.

Argentina: arfactura@exxonmobil.com

Brazil GBC and Chemicals: BR.Factura.Electronica@exxonmobil.com

Brazil Upstream: brazilupstreampayables@exxonmobil.com

Guyana: guyana.payables@exxonmobil.com

Mexico: factura.electronica@exxonmobil.com

Important:

- Send only **one invoice** per e-mail. Any support documentation that you need to send with the invoice should be a separate file named **Attachment**.
- Invoice must not be encrypted or require a password to access. Special instructions submitted in the e-mail will not be monitored.
- Invoices must comply with the minimum invoice requirements described below. Invoices with missing or incorrect information **may be returned to the supplier**.
- When submitting invoices from purchase orders, it is recommended to submit a separate invoice for each purchase order to support fast and accurate payment processing.
- To submit invoices to ExxonMobil, you must have a vendor account. Please ask your ExxonMobil contact to ensure your account is created and up to date prior to submitting invoices.

Minimum Invoice Requirements:

- Invoice format:
 - Invoice must be in PDF machine readable document or TIFF file
 - Resolution 300 dpi

- 1 invoice per PDF or TIFF file
- 1 invoice per 1 e-mail
- Invoice must not be encrypted or require password to access
- Support documentation should be a separate file named Attachment.
- E-mail cannot exceed 10MB

- Invoice details:
 - Document type title (e.g. invoice, credit note)
 - Invoice number
 - Invoice date
 - Invoice currency
 - Description of goods/services
 - Purchase reference (PO #, SES #, or FSL #). If there is no PO number, you must provide the email address of the ExxonMobil business representative/client
 - Net amount (tax excluded)
 - Gross amount (tax included)
 - Tax rate(s) applied (if exempt or out of scope, please indicate)
 - Tax break-down per tax rate or exemption
 - Total tax amount
 - Barcode information, UUID (Mexico only)

- Supplier details:
 - Your full company name
 - Your full company address
 - ExxonMobil company Tax registration number, if applicable (CUIT/ CNPJ/ Folio Fiscal)
 - Electronic remittance information (Bank Account)

- Bill must include:
 - ExxonMobil affiliate's full name (refer to the list below)
 - ExxonMobil Company Code (co code)
 - ExxonMobil company Tax registration number, if applicable (CUIT/ CNPJ/ Folio Fiscal)
 - ExxonMobil affiliate's full invoicing address

- **Company name**
(ExxonMobil affiliate you are doing business with)
- **Company code (co code)**
(Include label Co Code XXXX number, referencing the purchasing company)
- **Company address**
(Address from ExxonMobil affiliate you are doing business with)
- **Company Tax registration number**
(If applicable)
- **Purchase reference (PO#, SES #, FSL #)**
EM business representative/client's e-mail address **(if no PO in place)**

Bill to example:

ExxonMobil BSC Brasil Ltd
 Co Code 1956
 Rua Comendador Araujo, 499
 CEP 80420000, Curitiba
 CNPJ: 04.033.993/0001-59
 Purchase Reference **or** EM business representative/client's e-mail address.

Company Information List

Invoices must include an ExxonMobil company name along with company address and Tax registration number (if applicable) to be processed.

Argentina

Company code	Company Name	Company Address	Tax registration number
2399	ExxonMobil BSC Argentina SRL	Della Paolera Carlos 265, 1001 Buenos Aires	CUIT: 30-70879539-5
3170	ExxonMobil Exploration Argentina SRL - BC&LI	Mendoza 51, C1107CBE, Buenos Aires	CUIT: 30-71194420-2
3172	ExxonMobil Exploration Argentina SRL	Della Paolera Carlos 265, C1107CBE, Buenos Aires	CUIT: 30-71568315-2
3173	ExxonMobil Exploration Argentina SRL - PLY Br	Della Paolera Carlos 265, C1107CBE, Buenos Aires	CUIT: 30-71568316-0
3144	ExxonMobil Exploration Argentina SRL	Della Paolera Carlos 265, C1107CBE, Buenos Aires	CUIT: 30-71163538-2
4380	ExxonMobil Exploration and Production Offshore Argentina SRL	Della Paolera Carlos 265, C1107CBE, Buenos Aires	CUIT: 30-71648942-2
3826	Mobil Argentina SA	Della Paolera Carlos 265, C1107CBE, Buenos Aires	CUIT: 30-65847349-9

4198	Gas y Petroleo del Neuquen Sociedad SA	Della Paolera Carlos 265, 1001, Buenos Aires	CUIT: 30-71715720-2
4199	Gas y Petroleo del Neuquen SA	Della Paolera Carlos 265, 1001, Buenos Aires	CUIT: 33-71715422-9

Brazil

Company code	Company Name	Company Address	Tax registration number
1956	ExxonMobil BSC Brasil Ltd	Rua Comendador Araujo 499, 80420000, Curitiba	CNPJ: 04.033.993/0001-59
1958	ExxonMobil Exploracao Brasil Ltda -	Rua Lauro Muller 116, 22290160, Rio de Janeiro	CNPJ: 02.279.546/0001-59
2942	ExxonMobil Quimica Ltda	Rua Lauro Muller 116, 22290160, Rio de Janeiro	CNPJ: 60.860.673/0001-43

Guyana

Company code	Company Name	Company Address	Tax registration number
3322	ExxonMobil Guyana Limited	99 New Market Street, 010071100, Georgetown	N/A

Mexico

Company code	Company Name	Company Address	Tax registration number
1555	Grupo ExxonMobil SA CV	Poniente 146 Colonia Industrial Vallejo, CP02300, Ciudad de Mexico	Folio Fiscal: GEX970101IJ2
1556	ExxonMobil Mexico SA de CV	Poniente 146 Colonia Industrial Vallejo, CP02300, Ciudad de Mexico	Folio Fiscal: EME970101A45
2042	ExxonMobil Servicios Petroleros Mexico SA de CV	Poniente 146 Colonia Industrial Vallejo, CP02300, Ciudad de Mexico	Folio Fiscal: ESP960422UC2