

## Payables Supplier Kit – Angola

### Payment Status Tracking

You can check payment status or submit payment-related questions via the **GEP Payment Status Tool** at [www.payment-advice.com](http://www.payment-advice.com) .

### How to Submit an Invoice:

**Resident vendors** send invoices in electronic format to the SM [Angola.Payables.SM@exxonmobil.com](mailto:Angola.Payables.SM@exxonmobil.com) . This email is used only to receive invoices, other inquiries will **not** be monitored.

**Non-Resident vendors** must send hardcopies to the following billing addresses:

Esso Exploration Angola (Block 15) Limited  
Attn: Accounts Payable  
Avenida 4 de Fevereiro, nº 197 Torres Atlantico  
Edifício Torres Atlântico – 13º andar  
*Luanda – Angola*

*or*

Esso Exploration Angola (Block 15) Limited  
Attn: Accounts Payable Luanda  
PO Box 4490, Houston  
Texas 77210-4490  
USA

### Important:

- Send only **one invoice** per e-mail.
- 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

## Minimal Invoice Requirements:

- Invoice Format:
  - PDF or TIFF
  - Resolution 300 dpi minimum
  - E-mail cannot exceed 10mb
  - PDF cannot be password protected
  - 1 Invoice per PDF/TIFF
  - 1 Invoice per e-mail
  
- Invoice Details:
  - Document type title\* (e.g. Invoice, Credit Note, Pro Forma invoice)
  - Invoice number
  - Invoice date
  - Our Purchase References - PO #, SES #
    - If there is not a Purchase Reference include ExxonMobil contact e-mail address
  - Delivery date
  - Ship to location (If different from Bill to, with specified VAT Information)
  - Net amount
  - Gross amount
  - VAT/WHT rate(s) if applicable
  - Tax break-down per VAT/WHT rate or exemption
  - Total VAT/WHT amount
  - Currency code

Invoices issued by **resident vendors** have also to comply with the following requirements:

- Must be written in Portuguese
  - Invoice number must be in a sequential and chronological numbering by document type and economic years
  - Must include the unit and total prices in national currency
  - Must include the applicable tax rates and tax amounts as well as justification of the non-liquidation of the tax when due, mentioning the legal basis
  - Must include the identification of the computer system used for issuing the invoice or equivalent document as well as the certification number
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- Supplier details:
    - Supplier's name (your company's name)
    - Supplier's address (your company's address)
    - Supplier's VAT registration number (your company's VAT registration number)
  
  - Bill to must include:
    - ExxonMobil affiliate's name
    - ExxonMobil affiliate's invoicing address
    - ExxonMobil affiliate's VAT registration number
      - VAT registration number is required for all invoices (local and cross border).
      - Please choose the correct VAT number according to the Delivery location/country

Please see below country affiliates details:

<b>Affiliate Name:</b>	Esso Exploration Angola (Block 15) Limited
<b>Co Code</b>	1612
<b>Address:</b>	Avenida 4 de Fevereiro, nº 197 Torres Atlantico Edificio Torres Atlântico – 13º andar Luanda – Angola
<b>VAT Registration:</b>	5410001133

<b>Affiliate Name:</b>	Esso Exploration Angola (Overseas) Limited
<b>Co Code</b>	0227
<b>Address:</b>	Avenida 4 de Fevereiro, nº 197 Torres Atlantico Edificio Torres Atlântico – 13º andar Luanda – Angola
<b>VAT Registration:</b>	5401127650

<b>Affiliate Name:</b>	Esso Exploration Angola (Block 17) Limited
<b>Co Code</b>	1600
<b>Address:</b>	Avenida 4 de Fevereiro, nº 197 Torres Atlantico Edificio Torres Atlântico – 13º andar Luanda – Angola
<b>VAT Registration:</b>	5410001150

<b>Affiliate Name:</b>	ExxonMobil E&P Angola (Block45) Limited
<b>Co Code</b>	2123
<b>Address:</b>	Avenida 4 de Fevereiro, nº 197 Torres Atlantico Edificio Torres Atlântico – 13º andar Luanda – Angola
<b>VAT Registration:</b>	5000500216

<b>Affiliate Name:</b>	Esso Exploration and Production Angola (Block 30) Ltd
<b>Co Code</b>	3359
<b>Address:</b>	Avenida 4 de Fevereiro, nº 197 Torres Atlantico Edificio Torres Atlântico – 13º andar Luanda – Angola
<b>VAT Registration:</b>	5000500240

<b>Affiliate Name:</b>	Esso E&P Angola (Block44) Ltd
<b>Co Code</b>	2116
<b>Address:</b>	Avenida 4 de Fevereiro, nº 197 Torres Atlantico Edificio Torres Atlântico – 13º andar Luanda – Angola
<b>VAT Registration:</b>	5000500496

<b>Affiliate Name:</b>	EM E&P AO Cabinda Branch
<b>Co Code</b>	2204
<b>Address:</b>	Avenida 4 de Fevereiro, nº 197 Torres Atlantico Edificio Torres Atlântico – 13º andar Luanda – Angola
<b>VAT Registration:</b>	5000500640