

# Payables Supplier Kit - AU, GU, HK, MY, NZ, PG, SG

## 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

Invoices must be sent to [ASIAPACInvoice@exxonmobil.com](mailto:ASIAPACInvoice@exxonmobil.com). This e-mail is used only to receive invoices, other inquiries will not be monitored.

### 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. Tax 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
  - Delivery date
  - 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
- Supplier details:
    - Your full company name
    - Your full company address
    - Your company's VAT registration number
    - Electronic remittance information (Bank Account)
- Bill must include:
    - ExxonMobil affiliate's full name (refer to the list below, should be exactly matched per invoice minimum requirements)
    - ExxonMobil company Tax registration number, if applicable
    - ExxonMobil affiliate's full invoicing address

- **Company name**  
(ExxonMobil affiliate you are doing business with)
- **Company address**  
Level 9 / 664 Collins St, Docklands, VIC 3008 Australia
- **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:**

Esso Australia Pty Ltd  
 Level 9 / 664 Collins St,  
 Docklands, VIC 3008  
 Australia  
 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.

[Australia](#) [Guam](#) [Hong Kong](#) [Malaysia](#) [New Zealand](#) [Papua New Guinea](#) [Singapore](#)

### AUSTRALIA

Company Code	Company Name	Company Address	Tax registration number
AAAX	Tullamarine Pipeline Joint Venture	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
AAAW	Somerton Pipeline Joint Venture	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
0495	Eso Australia Pty Ltd.	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
1230	Eso Australia Resources Pty Ltd.	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
1932	ExxonMobil Australia Pty Limited	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
2629	Mobil Refining Australia Pty Ltd.	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
3812	Mobil PNG Gas Holdings Pty Ltd.	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
4310	Mobil Australia Resources Co Pty Ltd	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
4326	Mobil Exploration & Producing Australia Pty Ltd	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
4541	Mobil Oil Australia Pty Ltd.	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-
6121	Southern Natural Gas Development Pty Ltd.	Level 9 / 664 Collins St, Docklands, VIC 3008 Australia	-

## GUAM

Company Code	Company Name	Company Address	Tax registration number
1442	Mobil Oil Mariana Islands, Inc.	Saipan Terminal Industrial Drive Puerto Rico, MP 96950	66-0500774
2641	Mobil Oil Micronesia, Incorporated	Majuro Bulk Plant, Uliga Majuro, MH 96960	00053-40
3847	Mobil Oil Guam Inc.	642 East Marine Corps Drive Hagatna, Guam 96910	98-007-8892

## HONG KONG

Company Code	Company Name	Company Address	Tax registration number
0737	Exxon Limited	Suite 2301-02 & 06-08 23rd floor Central Plaza, 18 Harbour Road, Wanchai, Hong Kong	04509692
1142	ExxonMobil Hong Kong Limited	Suite 2301-02 & 06-08 23rd floor Central Plaza, 18 Harbour Road, Wanchai, Hong Kong	01605794
3951	Esso LPGas (Hong Kong) Limited	23rd floor Central Plaza, 18 Harbour Road, Wanchai, Hong Kong	N/A
4557	ExxonMobil East Terminal Hong Kong Limited	Suite 2301-02 & 06-08 23rd floor Central Plaza, 18 Harbour Road, Wanchai, Hong Kong	68295837

## MALAYSIA

Company Code	Company Name	Company Address	Tax registration number
0276	ExxonMobil Chemical Malaysia Sdn Bhd	Menara ExxonMobil, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia	Tax Reg. No. C 0855341-06
0871	ExxonMobil Exploration & Production Malaysia Inc.	Menara ExxonMobil, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia	PITA: Tax Reg. No. C4864059-10 ITA: Tax Reg. No. C25963223-06
2398	ExxonMobil Business Support Centre Malaysia Sdn Bhd	Menara ExxonMobil, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia	Tax Reg. No. C11425775-02

## NEW ZEALAND

Company Code	Company Name	Company Address	Tax registration number
0779	ExxonMobil Chemical New Zealand Limited	8 Nugent Street, Grafton Auckland, 1023 New Zealand	-
2627	Mobil Oil New Zealand Ltd.	8 Nugent Street, Grafton Auckland, 1023 New Zealand	-

## PAPUA NEW GUINEA

Company Code	Company Name	Company Address	Tax registration number
1606	ExxonMobil PNG Limited	Po Box 118, Port Moresby Papua New Guinea NCD 121	-
2495	Esso PNG P'Nyang Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
2496	Esso PNG Exploration Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
2634	Mobil Oil New Guinea Limited	PO Box 485, Port Moresby Papua New Guinea NCD 121	-
3812	Mobil PNG Gas Holdings Pty Ltd.	Level 9, 664 Collins Street, Docklands 3008, Australia	-
3821	Merlin Pacific Oil Company Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
3822	Ampolex (PNG Holdings) Inc.	251 Little Falls Drive, Corporation Service Company, Wilmington DE 19808, United States	-
3827	Ampolex (Highlands) Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
4150	Ampolex (PNG Petroleum) Inc.	251 Little Falls Drive, Corporation Service Company, Wilmington DE 19808, United States	-
4639	108S InterOil Singapore Pte Ltd.	1 HarbourFront Place, #06-00, HarbourFront Tower One, Singapore, 098633, Singapore	-
4643	InterOil Corporate (PNG) Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-

4647	SPI Exploration & Production Corporation	Harry B. Sands, Lobosky Management Co. Ltd., Office Number 2, Pineapple Business Park, Airport Industrial Park, Nassau, Bahamas	-
4648	ExxonMobil PNG Antelope Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
4653	SPI (210) Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
4657	SPI (220) Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
4658	InterOil Partners Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
4659	SPI Security Holdings Limited	ExxonMobil Haus, Jacksons Parade 7 Mile, Port Moresby, NCD, Papua New Guinea	-
7100	Papua New Guinea Liquefied Natural Gas Global Company LDC	Harry B. Sands, Lobosky Management Co. Ltd., Office Number 2, Pineapple Business Park, Airport Industrial Park, Nassau, Bahamas	-

## SINGAPORE

Company Code	Company Name	Company Address	Tax registration number
1775	ExxonMobil Asia Pacific Pte Ltd.	1 HarbourFront Place #06-00, HarbourFront Tower One Singapore, 098633	M2-0009186-8
1796	ExxonMobil Chemical Asia Pacific	1 HarbourFront Place #06-00, HarbourFront Tower One Singapore, 098633	M2-0009186-8
1968	ExxonMobil LNG Asia Pacific	1 HarbourFront Place #06-00, HarbourFront Tower One Singapore, 098633	M2-0009186-8
2829	ExxonMobil Chemical Asia Pacific - Singapore Metallocene Elastomers	1 HarbourFront Place #06-00, HarbourFront Tower One Singapore, 098633	M2-0009186-8
3501	ExxonMobil Risk Management Asia Pacific Pte Ltd.	1 HarbourFront Place #06-00, HarbourFront Tower One Singapore, 098633	M2-0098695-4
6868	ExxonMobil Chemical Operations Private Limited	1 HarbourFront Place #06-00, HarbourFront Tower One Singapore, 098633	M2-0130037-1