

Payables Supplier Kit - Canada

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 CANADAInvoice@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. 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 e-mail 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
- Supplier details:
 - Your full company name
 - Your full company address
 - Electronic remittance information (Bank Account)
 - Bill must include:
 - ExxonMobil affiliate's full name (refer to the list below)
 - ExxonMobil company code (refer to list below)
 - ExxonMobil affiliate's full invoicing address

Bill to:

- **Company name**
(ExxonMobil affiliate you are doing business with, to match the list below)
- **Company code (co code)**
(Include label Co Code XXXX number, referencing the purchasing company)
- **Company GST ID / QST ID**
(ExxonMobil GST/QST ID per list below)
- **Company address**
PO Box 2480 Stn M
Calgary, AB T2P 3M9
- **Purchase reference (PO#, SES #, FSL #)**
EM business representative/client's e-mail address **(if no PO in place)**

Bill to example:

ExxonMobil Canada Ltd
 Co Code 0325
 GST ID: 103732988RT0001
 PO Box 2480 Stn M
 Calgary, AB T2P 3M9
 Purchase Reference **or** EM business representative/client's e-mail address.

Company Name List – Canada.

Invoices must include an ExxonMobil company code (co code) or company name to be processed. If your system has a character limit, please use the company code..

Co Code	Company Name	GST ID/ QST ID
0076	Hibernia Management and Development Company Ltd	GST ID: 122788441RT0001
0325	ExxonMobil Canada Ltd	GST ID: 103732988RT0001
0656	Devon Estates Limited	GST ID: 101370476RT0001 QST ID: 1002051164TQ0001
1194	Imperial Oil Resources NWT Limited	GST ID: 101688265RT0001
1224	Imperial Oil Resources Limited	GST ID: 890235856RT0001
1552	Imperial Oil	GST ID: 121461107RT0001 QST ID: 1015506284TQ0001
1554	Imperial Oil Limited	GST ID: 102465879RT0001 QST ID: 1001306100TQ0012
2232	ExxonMobil Chemical Canada	GST ID: 122865850RT0001 QST ID: 1016891360TQ0001
2233	Imperial Oil	GST ID: 121461107RT0001 QST ID: 1015506284TQ0001
2299	ExxonMobil Business Support Centre Canada ULC	GST ID: 871571501RT0001
2314	Canada Imperial Oil Limited	GST ID: 122865850RT0001 QST ID: 1016891360TQ0001
3649	ExxonMobil Canada Resources Company - Hibernia Branch	GST ID: 134952415RT0001
4596	ExxonMobil Canada Energy	GST ID: 124164146RT0001
4597	ExxonMobil Canada Properties	GST ID: 123434052RT0001