

## Payables Supplier Kit – Equatorial Guinea

### 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 [MEGI-Payables@exxonmobil.com](mailto:MEGI-Payables@exxonmobil.com). This email is used only to receive invoices, other inquiries will **not** be monitored.

### 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
  - WHT/VAT rate(s) if applicable
  - Tax break-down per WHT/VAT rate or exemption
  - Total WHT/VAT amount
  - Currency code
- 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>	Mobil Equatorial Guinea Inc
<b>Co Code</b>	3574
<b>Address:</b>	Complejo Abayak Malabo Equatorial Guinea
<b>VAT Registration:</b>	-

<b>Affiliate Name:</b>	ExxonMobil Exploration & Production Equatorial Guinea (Offshore) Ltd
<b>Co Code</b>	3920
<b>Address:</b>	Complejo Abayak Malabo Equatorial Guinea
<b>VAT Registration:</b>	-

<b>Affiliate Name:</b>	ExxonMobil Exploration & Production Equatorial Guinea (Deepwater) Ltd
<b>Co Code</b>	4246
<b>Address:</b>	Complejo Abayak Malabo Equatorial Guinea
<b>VAT Registration:</b>	-