

Payables Supplier Kit - EU

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 FAMEinvoice@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, Pro Forma invoice)
 - Invoice number
 - Invoice date
 - 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
 - Ship to location (If different from Bill to, with specified VAT Information)

- Net amount (VAT excluded)
- Gross amount (VAT included)
- VAT rate(s) applied
- Tax break-down per VAT rate or exemption
- Total VAT amount
- Currency code
- Bill to must include:
 - ExxonMobil affiliate's name
 - ExxonMobil Company Code (Co Code)
 - 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
- 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)

- **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 Vat registration number**
(Vat registration number / Foreign Vat registration number)
- **Purchase reference (PO#, SES #, FSL #)**
EM business representative/client's e-mail address **(if no PO in place)**

Bill to example:

Esso Luxembourg Sarl

Co Code 0506

Rue de l'Industrie 20,

8069 Bertrange, Luxembourg

LU21855863

Purchase Reference **or** EM business representative/client's e-mail address.

Select the country below to see affiliates details:

[Belgium](#)

[Czech Republic](#)

[Denmark](#)

[Germany](#)

[Finland](#)

[France](#)

[Hungary](#)

[Italy](#)

[Luxemburg](#)

[Netherlands](#)

[Norway](#)

[Spain](#)

[Sweden](#)

[United Kingdom](#)

BELGIUM

Affiliate Name:	ExxonMobil Petroleum & Chemical BV		
Co Code	0223		
Address:	Hermeslaan 2 2450 Meerhout Belgium		
VAT Registration:	BE0416375270		
Foreign VAT registration:	ATU51646303	FR77389498510	NO984863837MVA
	DE118615715	GB497616494	PT980312663
	DK20336730	IT04945521005	SE502039339201
	ESN0021348H	LU18313360	
	FI10896728	NL801021698B01	

Affiliate Name:	ExxonMobil Petroleum & Chemical BV		
Co Code:	0572		
Address:	Polderdijkweg 3 2030 Antwerp Belgium		
VAT Registration:	BE0416375270		
Foreign VAT registration:	DE118615715	GB497616494	NL801021698B01
	DK20336730	IE9984029T	NO984863837MVA
	ESN0021348H	IT04945521005	PL5262770598
	FI10896728	LU18313360	PT980312663
	FR77389498510	MT17217315	SE502039339201

Affiliate Name:	ExxonMobil Petroleum & Chemical BV		
Co Code	0493		
Address:	Polderdijkweg 3 2030 Antwerp Belgium		
VAT Registration:	BE0416375270		
Foreign VAT registration:	ATU51646303	GB497616494	NO984863837MVA
	DE118615715	IE9984029T	PL5262770598
	DK20336730	IT04945521005	PT980312663
	ESN0021348H	LU18313360	SE502039339201
	FI10896728	MT17217315	South Africa: 4450194990
	FR77389498510	NL801021698B01	

Affiliate Name:	ExxonMobil Chemical Europe Inc		
Co code:	0885		
Address:	Hermeslaan 2 2450 Meerhout Belgium		
VAT Registration:	BE0407625474		

Affiliate Name:	ExxonMobil Petroleum & Chemical BV		
Co code:	1802		
Address:	Polderdijkweg 3 2030 Antwerp Belgium		
VAT Registration:	BE0416375270		
Foreign VAT registration:	ATU51646303	FI10896728	LU18313360
	DE118615715	FR77389498510	NL801021698B01
	DK20336730	GB497616494	NO984863837MVA
	ESN0021348H	IT04945521005	PT980312663

Affiliate Name:	ExxonMobil Trading Services BV		
Co code:	2207		
Address:	Hermeslaan 2 1831 Machelen Belgium		
VAT Registration:	BE0716842173		

Affiliate Name:	ExxonMobil Petroleum & Chemical BV		
Co code:	2235		
Address:	Polderdijkweg 3 2030 Antwerp Belgium		
VAT Registration:	BE0416375270		
Foreign VAT registration:	ATU51646303	FR77389498510	MT17217315
	CHE110595110MWST	GB497616494	NL801021698B01
	DE118615715	IE9984029T	NO984863837MVA
	DK20336730	IT04945521005	PL5262770598
	ESN0021348H	JE0002105	PT980312663
	FI10896728	LU18313360	SE502039339201
			South Africa 4450194990

Affiliate Name:	ExxonMobil Aviation BV		
Co code:	2505		
Address:	Polderdijkweg 3 2030 Antwerp Belgium		
VAT Registration:	BE0416375270		
Foreign VAT registration:	ATU51646303	GB497616494	NO984863837MVA
	DE118615715	IE9984029T	PL5262770598
	DK20336730	IT04945521005	PT980312663
	ESN0021348H	LU18313360	SE502039339201
	FI10896728	MT17217315	
	FR77389498510	NL801021698B01	

Affiliate Name:	Mobil Chemical Products Int Inc		
Co code:	4053		
Address:	P.O. BOX 4053 2450 Meerhout Belgium		
VAT Registration:	NL803820707B01		
Foreign VAT registration:	BE0450790375		
	FR52393775846		

Affiliate Name:	ExxonMobil Sales & Supply LLC		
Co code:	4583		
Address:	Springwoods Village Parkway 22777		
	Spring TX77389		
	US		
VAT Registration:	NL825737059B01		

Affiliate Name:	ExxonMobil Asia Pacific Pte Ltd		
Co code:	4733		
Address:	1 HarbourFront Place		
	98633		
	Singapore		
VAT Registration:	M200091868		
Foreign VAT registration:	BE0474118380	DK37010561	NL809385429B01
	CY90007759Q	FR71433380532	NO922422850MVA
	DE322718083	IT15235161005	

CZECH REPUBLIC

Affiliate Name:	ExxonMobil Czech Republic s.r.o.		
Co code:	2288		
Address:	Luxembourg Plaza		
	Premyslovska 2845/43		
	13000 Prague 3		
	Czech Republic		
VAT Registration:	CZ27069231		

DENMARK

Affiliate Name:	ExxonMobil Nordic AS		
Co code:	3379		
Address:	Gydevang 39		
	3450 Allerod		
	Denmark		
VAT Registration:	DK35142215		
Foreign VAT registration:	NO997660668MVA		

GERMANY

Affiliate Name:	ExxonMobil Chemical Central Europe		
Co code:	0229		
Address:	Neusser Landstrasse 16		
	50735 Koln		
	Germany		
VAT Registration:	DE118617001		
Foreign VAT registration:	GB503511888		
	NL800952534B01		

Affiliate Name:	Esso Deutschland GmbH		
Co code:	1742		
Address:	Caffamacherreihe 5		
	20355 Hamburg		
	Germany		
VAT Registration:	DE118617001		
Foreign VAT registration:	BE0413507040	CZ681827785	HU30050819
	CHE190570335MWST	ESN0041760J	NL800952534B01
			PL5262945253

Affiliate Name:	ExxonMobil Central Europe Holding GmbH		
Co Code:	1884		
Address:	Caffamacherreihe 5		
	20355 Hamburg		
	Germany		
VAT Registration:	DE204823786		

Affiliate Name:	ExxonMobil Production Deutschland GmbH		
Co Code	2099		
Address:	Vahrenwalder Strasse 238		
	30179 Hannover		
	Germany		
VAT Registration:	DE813507377		

Affiliate Name:	ExxonMobil Gas Marketing Deutschland GmbH		
Co code:	2318		
Address:	Caffamacherreihe 5		
	20355 Hamburg		
	Germany		
VAT Registration:	DE813912379		

Affiliate Name:	ExxonMobil Pensions Verwaltungsgesellschaft mbH
Co code:	2717
Address:	Caffamacherreihe 5 20355 Hamburg Germany
VAT Registration:	DE257136439

Affiliate Name:	Mobil Erdgas Erdoel GmbH
Co code:	4280
Address:	Caffamacherreihe 5 20355 Hamburg Germany
VAT Registration:	DE811140133

Affiliate Name:	Norddeutsche Erdgas Aufbereitungs GmbH
Co code:	6024
Address:	Voigtei 69 31595 Steyerberg Germany
VAT Registration:	DE811157987

Affiliate Name:	ExxonMobil Gas Marketing Deutschland GmbH & Co. KG
Co code:	7820
Address:	Riethorst 12 30659 Hannover Germany
VAT Registration:	DE232838695

FINLAND

Affiliate Name:	ExxonMobil Finland Oy
Co code:	2279
Address:	Satamatie 10 21100 Naantali Finland
VAT Registration:	FI01962113

FRANCE

Affiliate Name:	Esso Energie G.I.E.		
Co code:	0450		
Address:	Raffinerie de Port Jerome 76330 Notre Dame de Gravenchon France		
VAT Registration:	FR14307207472		

Affiliate Name:	Esso S.A.F.		
Co code:	0513		
Address:	Rue Paul Heroult 20 92000 Nanterre France		
VAT Registration:	FR62542010053		
Foreign VAT registration:	AT9829281	ESN0011552G	IT04952491001
	BE0417341510	GB503511594000	NL801025941B01
	CHE113861236MWST	HU30051975241	PT980109388
	DE118615452	IE6601526R	

Affiliate Name:	ExxonMobil Chemical France SARL		
Co code:	0904		
Address:	Rue Paul Heroult 20 92000 Nanterre France		
VAT Registration:	FR19352170013		
Foreign VAT registration:	ATU54150706	ESN0012168A	IT11310370157
	BE0445394504	FI21602318	NL801029454B01
	DE118615516	GB564235247	

Affiliate Name:	Noroxo S.A.S		
Co code:	0906		
Address:	Rue Paul Heroult 20 92000 Nanterre France		
VAT Registration:	FR62333257905		

Affiliate Name:	Esso Raffinage S.A.S.
Co code:	1510
Address:	Rue Paul Heroult 20 92000 Nanterre France
VAT Registration:	FR95379914237

Affiliate Name:	WOREX SNC
Co code:	5349
Address:	Route de Sartrouville 66 78230 Le Pecq France
VAT Registration:	FR08780094983
Foreign VAT registration:	BE0459011522

Affiliate Name:	Societe Petroliere du Val de Marne S.A.S
Co code:	6758
Address:	Rue Paul Heroult 20 92000 Nanterre France
VAT Registration:	FR19353027105

Affiliate Name:	Societe des Stockages Petroliers du Rhone
Co code:	6981
Address:	Rue Paul Heroult 20 92000 Nanterre France
VAT Registration:	FR68419383625

HUNGARY

Affiliate Name:	ExxonMobil BSC Hungary
Co code:	2294
Address:	Vaci Ut 81-85 1139 Budapest Hungary
VAT Registration:	HU13148001

ITALY

Affiliate Name:	Sarpom Srl	
Co code:	0260	
Address:	Casella Postale 24 28069 Trecate Italy	
VAT Registration:	IT00890371008	
Foreign VAT registration:	FR92414677872	

Affiliate Name:	Esso Italiana Srl	
Co code:	0524	
Address:	Viale Castello della Magliana 25 148 Roma Italy	
VAT Registration:	IT00902231000	
Foreign VAT registration:	FR96389498387	

Affiliate Name:	Esso Italiana Srl	
Co code:	3245	
Address:	Viale Castello della Magliana 25 148 Roma Italy	
VAT Registration:	IT00902231000	
Foreign VAT registration:	FR96389498387	

LUXEMBURG

Affiliate Name:	Esso Luxembourg Sarl	
Co code:	0506	
Address:	Rue de l'Industrie 20 8069 Bertrange Luxembourg	
VAT Registration:	LU21855863	
Foreign VAT registration:	BE0445940375	GB497607202
	ESA0901044H	NL818604116B01

NETHERLANDS

Affiliate Name:	Esso Nederland BV		
Co code:	0530		
Address:	Graaf Engelbertlaan 75		
	4837DS Breda		
	Netherlands		
VAT Registration:	NL001027311B01		
Foreign VAT registration:	BE0413507139		
	GB503511790		

Affiliate Name:	ExxonMobil Financial Services BV		
Co code:	1252		
Address:	Graaf Engelbertlaan 75		
	4837DS Breda		
	Netherlands		
VAT Registration:	NL001758822B01		

Affiliate Name:	ExxonMobil Producing Netherlands BV		
Co code:	4073		
Address:	Graaf Engelbertlaan 75		
	4837DS Breda		
	Netherlands		
VAT Registration:	NL814970175B01		

Affiliate Name:	ExxonMobil Chemical Holland BV		
Co code:	6378		
Address:	Botlekweg 121		
	3197KA Rotterdam		
	Netherlands		
VAT Registration:	NL004823187B01		
Foreign VAT registration:	BE0413500211	FI22174394	IT07759131001
	ESN0032539I	GB615245068	LU19864283

NORWAY

Affiliate Name:	Esso Norge AS
Co code:	0202
Address:	P.O. Box 2001 Postterminalen 3103 Tonsberg Norway
VAT Registration:	NO914803802MVA
Foreign VAT registration:	DK20336900 SE502045284201

Affiliate Name:	ExxonMobil Exploration & Production Norway AS
Co code:	0883
Address:	Vestre Svanholmen 24 4068 Stavanger Norway
VAT Registration:	NO914048990MVA
Foreign VAT registration:	GB497603410

SPAIN

Affiliate Name:	ExxonMobil Petroleum & Chemical BV
Co code:	4128
Address:	Paseo Doce Estrellas 2 28042 Madrid Spain
VAT Registration:	ESW0024228I

SWEDEN

Affiliate Name:	ExxonMobil Sverige AB
Co code:	3676
Address:	Box 785 45126 Uddevalla Sweden
VAT Registration:	SE556249403801

UNITED KINGDOM

Affiliate Name:	ExxonMobil Engineering Europe Ltd		
Co code:	0538		
Address:	Ermyrn Way		
	KT228UX Leatherhead		
	United Kingdom		
VAT Registration:	GB239088635		

Affiliate Name:	Esso Petroleum Company		
Co code:	0801		
Address:	Ermyrn Way		
	KT228UX Leatherhead		
	United Kingdom		
VAT Registration:	GB239088635		
Foreign VAT registration:	JE0002099		
	NL801594157B01		

Affiliate Name:	Esso Exploration & Production UK Ltd		
Co code:	0879		
Address:	Ermyrn Way		
	KT228UX Leatherhead		
	United Kingdom		
VAT Registration:	GB239088635		

Affiliate Name:	ExxonMobil International Ltd		
Co code:	1912		
Address:	Ermyrn Way		
	KT228UX Leatherhead		
	United Kingdom		
VAT Registration:	GB239088635		

Affiliate Name:	Advanced Elastomer Systems Ltd RU		
Co code:	2149		
Address:	Traston road		
	NP194XF Newport		
	United Kingdom		
VAT Registration:	GB569758664		
Foreign VAT registration:	ATU51010409	DE118615389	FR49401501895
	BE0450470374	ESA0064542D	GB239088635

Affiliate Name:	ExxonMobil Chemical Ltd		
Co code:	2187		
Address:	Ermyn Way		
	KT228UX Leatherhead		
	United Kingdom		
VAT Registration:	GB239088635		
Foreign VAT registration:	BE0449388924		
	NL801594157B01		

Affiliate Name:	ExxonMobil Chemical Ltd		
Co code:	2188		
Address:	Ermyn Way		
	KT228UX Leatherhead		
	United Kingdom		
VAT Registration:	GB239088635		
Foreign VAT registration:	BE0449388924	NO919500743MVA	
	NL801594157B01		

Affiliate Name:	ExxonMobil Gas Marketing Europe Ltd		
Co code:	3219		
Address:	Ermyn Way		
	KT228UX Leatherhead		
	United Kingdom		
VAT Registration:	GB239088635		
Foreign VAT registration:	BE477575441		
	DE813089801		

Affiliate Name:	ExxonMobil Marine Ltd		
Co code:	4528		
Address:	Ermyn Way		
	KT228UX Leatherhead		
	United Kingdom		
VAT Registration:	GB239088635		
Foreign VAT registration:	DE211457221	FR47433380136	NO982930138MVA
	DK26638178	IT13860981003	30979289474
	ESN0067018B	MT17128926	105189389