

Payables Supplier Kit – Mozambique

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

To an ExxonMobil affiliate:

Resident vendors send hardcopies to the following billing address:

(ExxonMobil affiliate name you are doing business with)

Attn: Accounts Payable

Bairro Sommershield, Avenida Julius Nyerere

Nº 3412, R/C

Maputo, Mocambique

Non-Resident vendors send invoices in electronic format to the SM

Mozambique.payables@exxonmobil.com . This email is used only to receive invoices, other inquiries will **not** be monitored.

To MRV (Mozambique Rovuma Venture S.P.A):

Send hardcopies to the following billing address:

Mozambique Rovuma Venture S.P.A

Attn: Finance Department

Rua dos Deportistas No.918

Edificio JAT V, Bloco 3

Maputo, Mocambique

An electronic copy of the final invoice should also be sent to mrv.financeiroinvoices@mrvspa.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
 - VAT/WHT rate(s) if applicable
 - Tax break-down per VAT/WHT rate or exemption
 - Total VAT/WHT 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

ExxonMobil affiliates details:

Affiliate Name:	ExxonMobil Mocambique Limitada
Co Code	4241
Address:	Bairro Sommershield, Avenida Julius Nyerere N° 3412, R/C Maputo, Mocambique
NUIT Registration:	400804893

Affiliate Name:	ExxonMobil Mocambique Exploration and Production Limitada
Co Code	4242
Address:	Bairro Sommershield, Avenida Julius Nyerere N° 3412, R/C Maputo, Mocambique
NUIT Registration:	400804915

Affiliate Name:	ExxonMobil Exploration and Production Mozambique (Angoche A5-B) B.V.
Co Code	4107
Address:	Bairro Sommershield, Avenida Julius Nyerere N° 3412, R/C Maputo, Mocambique
NUIT Registration:	401273859

Affiliate Name:	ExxonMobil Exploration and Production Mozambique (Zambezi Z5-C) B.V.
Co Code	4108
Address:	Bairro Sommershield, Avenida Julius Nyerere N° 3412, R/C Maputo, Mocambique
NUIT Registration:	401273891

Affiliate Name:	ExxonMobil Exploration and Production Mozambique (Zambezi Z5-D) B.V.
Co Code	4109
Address:	Bairro Sommershield, Avenida Julius Nyerere N° 3412, R/C Maputo, Mocambique
NUIT Registration:	401273948

Affiliate Name:	Rovuma LNG Investments (DIFC) Ltd.
Co Code	7248
Address:	Unit 502, Gate Village 2, Dubai International Financial Centre Dubai, UAE
VAT Registration:	-

MRV details:

Affiliate Name:	Mozambique Rovuma Venture S.P.A.
Address:	Rua dos Desportistas No.918 Edificio JAT V, Bloco 3 Maputo, Mozambique
NUIT Registration:	400167265