

## Payables Supplier Kit – Nigeria

### 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 [PayablesNGinv@exxonmobil.com](mailto:PayablesNGinv@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.
- 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:
  - PDF or TIFF
  - Resolution 300 dpi minimum
  - E-mail cannot exceed 10mb
  - PDF cannot be password protected
  - 1 Invoice per PDF
  - 1 Invoice per e-mail
- Invoice Details:
  - Document type title\* (e.g. Invoice, Credit Note, Pro Forma invoice)
  - Invoice number
  - Invoice date
  - Our Purchase Reference - PO #, SES #,GR
    - 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 (VAT excluded)
  - Gross amount (VAT included)
  - VAT rate(s) applied
  - Tax break-down per VAT rate or exemption
  - Total VAT amount
  - Currency code
  - Back up documentation
- 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
  - 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)

Please see below affiliates details:

<b>Affiliate Name:</b>	<b>Esso Exploration &amp; Production Nigeria Ltd RU 1601</b>
<b>Address:</b>	1 Lekki Expressway Lagos Nigeria
<b>VAT Registration:</b>	007473290001

<b>Affiliate Name:</b>	<b>Esso Exploration and Production Nigeria (Offshore East) Ltd RU 1602</b>
<b>Address:</b>	1 Lekki Expressway Lagos Nigeria
<b>VAT Registration:</b>	1157730001

<b>Affiliate Name:</b>	<b>Esso Exploration &amp; Production Nigeria Deepwater West Ltd RU 1857</b>
<b>Address:</b>	1 Lekki Expressway Lagos Nigeria
<b>VAT Registration:</b>	023887090001

<b>Affiliate Name:</b>	<b>Esso Exploration &amp; Production Nigeria Ltd (Dpw) RU 2363</b>
<b>Address:</b>	1 Lekki Expressway Lagos

	Nigeria
<b>VAT Registration:</b>	146949130001

<b>Affiliate Name:</b>	<b>Mobil Producing Nigeria Unlimited RU 4040</b>
<b>Address:</b>	1 Lekki Expressway Lagos Nigeria
<b>VAT Registration:</b>	010633220001