

INVOICING INSTRUCTIONS FOR GETTING PAID



The information listed in the next two sections is required or the invoice will be returned without payment.

PREPARING YOUR INVOICE:

Required Information (if applicable):

1. Your company name and remittance address
2. Company name & code being invoiced
3. GST number (if you are a registrant)
4. Invoice amount & currency (must match PO)
5. Invoice number (must be unique) & date
6. Contract & Purchase Order (PO) number (including line item numbers)
7. Reviewer/Approver (person who ordered/requested the item):
8. Sales tax amounts (i.e. GST/HST) being charged must be shown as a separate item on the invoice
9. Reference all applicable work tickets/bills of lading
10. Refer to Holdback amount (if applicable)
11. Refer to Discount terms (if applicable)
12. Clearly label INVOICE or CREDIT (reference the original invoice number)
13. Non-Canadian based vendors must indicate the portion of the invoice attributable to services physically performed in Canada.

Additional Information Required for Non-PO & Framework Order Invoices:

1. Cost centre, order, WBS element or network and activity code
2. Cost element (GL account)

SUPPORTING DOCUMENTATION (Back-Up):

1. Description of goods/services and the date provided
2. Attach supporting packing slips & service tickets
3. Name of CNOOC representative asking for goods or services
4. Quantity and unit price of goods or services provided (including third-party)

PAYMENT TERMS:

- Standard payment terms are 30 days and due date is calculated from receipt of acceptable invoice. NOT invoice date. Your terms may vary as per your agreement.
The preferred payment method is direct deposit. Set this up with Vendor Admin (see below for contact info).

SUBMITTING YOUR INVOICE:

Preferred Method: E-Invoicing (Open Invoice Software)

Open Invoice decreases processing time and improves invoice visibility. For more information or to get setup, please contact us at e-invoice@intl.cnoccltd.com

Invoices sent to this address will not be processed.

Alternate Method: Email Invoices to Accounts Payable (**this method is being phased out and Open Invoice method above is preferred.**) Invoices including backup can be emailed to APinvoices@intl.cnoccltd.com

- *Do not include anything in the body of the email*
- *Include the invoice number & vendor name in the email subject line*
- *The invoice and all backup must be in a single pdf*

If one of the above electronic methods absolutely will not work for you, contact Accounts Payable.

CONTACT INFORMATION:

Customer Service: Queries regarding past due invoices or other general queries can be made to acctspay@intl.cnoccltd.com.

Changes to Your Information: Contact Vendor Admin at Vendor@intl.cnoccltd.com immediately if your information changes (i.e. address, banking).

Coding/PO Inquiries: These questions should be directed to your company representative.

Revised: July 8, 2024