



Supply Chain
Management –
Invoicing Instructions
v 1.0. - 2020

Invoicing Instructions

Purpose:

- The purpose of this document is to provide instructions to our suppliers to guide you in submitting invoices according to Lundin's requirements
- By following these instructions invoices will be processed efficiently and will ensure timely payment of the invoice

Invoicing Instructions

Invoicing

In order to ensure correct invoice handling and payment, Contractor shall state the following details on each invoice:

- Company's Contract number where applicable
- Purchase Order (PO) number shall be referenced as well as PO line item number
- Contractor's VAT and/ or organization number(s) shall be stated.
- Separate invoice shall be submitted on items that are disputed.
- The invoice shall clearly specify exonerated and non-exonerated VAT items.
- Interest on overdue payments is applicable only on invoices not disputed.
- Payment terms will start at Company's receipt of correct invoice.

Invoicing Instructions

Invoicing

- Whenever any invoice becomes due for payment on a day that is not business day, the invoice shall be paid on the next business day.
- Invoices involving reimbursable items for personnel shall be supported by payment certificates duly approved by Company.
- Payment certificates signed by both Company and Contractor shall follow each invoice if agreed in the PO or Contract terms.

- The invoice shall be forwarded as e-mail as follows:
 - Invoice address: **invoice@lundin-energy.com**
Cc: **[Company representative]@lundin-energy.com**

 - Invoice + any attachments must be sent as one – 1 – PDF file