

Dear Valued Supplier,

ConocoPhillips is now accepting e-invoices in the PEPPOL format with **additional ConocoPhillips requirements**, which must be present for the invoice to be accepted by the ConocoPhillips' ERP system.

Before ConocoPhillips can accept PEPPOL invoices from your company, configurations must be completed in our ERP system and any PEPPOL invoices sent prematurely will be rejected. Invoices will continue to be accepted via the GEP web portal.

If you are able to meet the below additional requirements today, please send an email to RSCEFSEpayablesSupport@conocophillips.com so we can complete needed configurations. Otherwise, we will reach out to you at a future date to work with you on any needed configurations.

ConocoPhillips additional requirements for Service Invoices

- Header level: Purchasing document number
- Line level: Start of period and end of period (work end date) this is required to read the correct contract rates for the period the service was performed.

ConocoPhillips additional requirements for Material Invoices

- Header level: Purchasing document number
- If you have a contract with ConocoPhillips, make sure prices and unit of measures are correct in GEP. This to avoid unnecessary stops in the invoicing process. Please also make sure that your system is capable of sending multiple UOM as per your contract with ConocoPhillips.

ConocoPhillips has partnered with Pagero, a global B2B network, to facilitate the transition the PEPPOL. If you are already using Pagero and need to implement enrichments or configurations in order to meet our e-invoicing requirements, please fill in the contact form available on the Onboarding page (linked below). If you are not currently using Pagero, please reach out to your service provider for assistance.

To prepare for the ConocoPhillips Peppol solution, please consult the Pagero Onboarding Page ([Norwegian](#) | [English](#)) where you will find more information on the specific requirements, onboarding options and an FAQ.

Thank you in advance for your support with this mutually beneficial initiative. We look forward to onboard you as a Peppol supplier and receiving your invoices electronically.

Yours sincerely,

Øyvind Rummelhoff
Supply Chain Manager

The ConocoPhillips logo, featuring a red checkmark above the word "ConocoPhillips" in a bold, sans-serif font.