

**Shell Exploration & Production Company (SEPCo) Invoicing Requirements  
(Revised June 9, 2006)**

The following invoice requirements are effective on all paper invoices.

Invoices for completed goods and/or services must be received within ninety (90) days of completing the work or risk non-payment.

A single original of any invoice referencing a purchase order along with a single copy of any supporting documentation should be mailed to one of the following invoice scanning PO Boxes based on the applicable business area. A separate invoice is required for each purchase order.

**Invoice Scanning Post Office Boxes:**

Shell Oil Company  
PO Box XXXXXX (see below)  
Houston, TX 77230-yyyy (note new Zip Code, changed by U.S. Postal Service, yyy = last 4 digits of respective PO Box)

Business Area	PO Box #
Wells	301440
Construction/Logistics/HSE/Production	301441
SURE	301442
Projects – SIEP Managed	301443
Support Services – IT, Fin., Explor, etc.	301444

**Invoices are required to include the following data:**

- a. Shell's contract number and/or purchase order number \*\*
- b. Full description of material/service ordered, quantity ordered, quantity shipped, unit price, extended price, date of service, and purchase order line item if multiple lines \*\*
- c. Shell legal entity's name that contracted for the materials and/or services \*\*
- d. Invoice number and date \*\*
- e. Field, block lease, well number or other applicable location name
- f. Rig name/number (if applicable)
- g. Account coding (Work Order / Network Order number)
- h. Requestor's name & phone number
- i. Vendor's "remit to" address \*\*
- j. Invoice payment terms, including discounts
- k. Itemized sales and use tax, if applicable
- l. Supporting documentation of third party charges
- m. Service invoices must include work tickets signed by the Shell representative (with employee number if applicable) \*\*

\*\* Denotes critical data element

**Complete and accurate information is required for timely payment. Effective July 1, 2006, invoices that do not include critical data elements will be returned for correction, will incur payment delays, or in worst cases, preclude payment.**

Invoices that are for amounts higher than those specified on a Purchase Order will incur payment delays.

If there are questions concerning the status of invoice payment, please contact SEPCo Accounts Payable Vendor Inquiry by phone or email:

- (866) 595-6335, or [Sepco-Payments@shell.com](mailto:Sepco-Payments@shell.com)

If you have questions concerning the above requirements, please discuss with your SEPCo Supply Chain Management focal point.