bp invoice requirements for suppliers — October 2026

The following guidelines will help to ensure that invoices are paid in accordance with negotiated terms. Suppliers supporting bp legal entities are reminded not to supply goods and/or services to bp without first receiving a valid bp purchase order or Non-PO reference (bp representative email address).

When to submit invoices:

Invoices must only be submitted to bp after the supply of goods or commencement of work - please only issue your invoices to bp after full delivery (or transfer of title). bp can only process your invoices after (1) full delivery is rendered and (2) sufficient proof of delivery is received. Where services are provided over multiple months, invoice no more than once per month or when the work is complete, whichever is earlier or per the terms of the contract. Any contractual time limits for settling invoices shall only commence when the aforementioned conditions have been satisfactorily met.

What to submit on invoices:

Your invoice must conform to all local legal and tax requirements, be on your company letterhead and/or invoice template, be a valid tax invoice (not pro-forma, request for payment, statement of account or other communication) and must include the following information or they may be rejected:

Header Information:

- bp legal company name / address (match legal entity that issued the PO)
- Document type ("Invoice" or "Credit" clearly stated on the first page of the document)
- Unique Invoice number (16 characters or less and not repeated from a previous invoice)
- Invoice date
- Invoice currency (in letters not symbols i.e. CAD, GBP, NOK (match the PO currency) *
- Supplier legal name and address (match the legal entity the PO was issued to)
- Supplier tax registration number* *
- bp VAT / registration number* *

Line item information:

- Invoice line item supplier part number / service reference
- Invoice line item description of goods / services provided
- Invoice line item quantity of goods / services provided
- Invoice line item unit of measure
- Invoice line item unit price (excluding sales and use tax and net of any discounts or price adjustments)
- Invoice line total (net of any discounts or price adjustments)
- Invoice line item sales and use tax amount* *
- Invoice line item accurate service start and end dates (can be at invoice header if accurate for all services being invoiced)
- Invoice line item cost object (cost center / WBS element / internal order) if requested by your bp business contact

- Location where the goods were delivered or services performed (can be included at the header level if applicable to all items)

Total Invoice Information:

- Net invoice amount (net of any discounts or price reduction strategies)
- Total sales and use tax amount (by rate if applicable) **
- Total WHT tax amount (by rate if applicable) **
- Gross invoice amount
- If VAT is due, the total net value and total VAT amount in local currency by rate **
- Supporting documentation, meeting all legal and tax requirements, detailing type and date of services performed (as agreed by your bp business contact)

- Bank details on the face of the invoice (including IBAN / Swift Code where used) that matches with bp records. If you have multiple bank accounts registered with bp and this information is not provided, your preferred bank account may not be selected. If you need to amend the bank account details, please log into the Supplier Portal https://supplierportal.bp.com to view and request a change to your company information.

- Invoices submitted to bp US legal entities will be assumed to be USD unless otherwise stated. Invoices submitted to bp Canadian legal entities will be assumed to be CAD unless otherwise stated. ** Per local tax requirements.

In addition to the details on the previous page, invoices must also include:

For invoices WITH Purchase Orders:	For invoices WITHOUT Purchase Orders:
A single bp Purchase Order Number per invoice	**Non-SBN -** Your bp representative email address and VID (if applicable) on the face of your invoice image
A bp PO line-item number per invoice line item, that reflects the materials or services being invoiced	

What to submit on Credit Notes:

- Credit Notes are to be submitted to each legal entity separately, with reference to the following for each line item:
  - A PO number or non-PO identifier such as your bp representative contact email address
  - An original Invoice number
  - Cost center / WBS element / internal order, GL (if requested by your bp business contact)
- Suppliers are encouraged to:
  - Include the name of the bp representative with whom the credit has been agreed
  - Reference the date upon which the credit was agreed
  - Submit the credit to bp within 14 days of agreement
- If the credit note applies to multiple documents (POs or Invoices), include the name of the bp business contact, and supporting documentation in sufficient detail for bp to understand to what activity the credit note applies including references to the original POs, invoices and cost objects by line item.

Supporting Documentation:

1. Supporting documentation must provide sufficient evidence for the designated bp representative to validate that the referenced services have been received as invoiced and provide a proper audit trail.
2. Optimally, the supporting documentation should be signed by the bp employee who received the service at the time it was performed, and who can best validate that it was performed.
3. Where required to confirm service receipt, 'signatures' on supporting documentation include legible hand-written signatures and electronically verified signature stamps (i.e. DocuSign).

Examples of acceptable supporting documentation can be found in the appendix A.

How to submit invoices:

All invoices should be submitted as noted in the 'send invoice to' details on the bp purchase order, electronically via the bp marketplace (SAP Business Network) or in the case of Non-PO invoices, to the country specific email address (not an individual person) provided to you by your bp representative.

If you are emailing an invoice to bp (not available in all regions), only use an email address if it is included in the 'send invoice to' details on the bp Purchase Order. Do not send invoices to any other email address including your bp representative.

1. Each email attachment will be processed as an individual invoice and each attachment must:
   - Not be encrypted and include a single invoice and all supporting documents in the same file.
   - Include invoice pages first followed by supporting documentation.
   - Maximum 200 pages per invoice are allowed.
   - Be clearly printed/scanned at 300 dpi or more in black and white and without dark backgrounds behind the text.
   - Be in PDF or TIF format. All other file extensions will be rejected.
   - Have a name of 50 characters or less.
   - Not include viruses.
2. Total email size must be less than 20MB – This limit includes all attachments and headers. It is normal for a message you send to be larger by the time it arrives. We recommend keeping attachments to 18MB and less to keep under the limit.
3. The subject line and text content of email will not be systematically read and therefore will not be communicated to the bp business contact or approver.
4. Remove all letterhead or signature lines from the email that may result in an additional file from the email.

The email ingestion email address is unique to each business/country and is not monitored for correspondence and communications.

Please note that any invoice not complying with the above emailing requirements will not be processed and will not result in a communication back to you about this failure. If the invoice fails to be processed, you will need to resubmit a compliant invoice and the new due date will be calculated based on the new submission date.

Emailed invoices may receive an automated response regarding receipt of the document for processing, however, the invoice may later be rejected if it is not compliant with all the requirements in this document. If you do not receive rejection notifications, please log into the Supplier Portal https://supplierportal.bp.com to view and request a change to your company information. Note: if you are a new user, you will need to register for an account.

Resubmitting Invoices:

If an invoice has been rejected previously, please correct the reason for rejection, ensure that the invoice meets the minimum invoice requirements detailed above. In addition:

- Do not consolidate previously submitted invoices.
- Do not change or add to the previous invoice number. (Do not add an "A" to the end of invoice reference numbers)
- Do include all supporting documentation.

What to avoid when submitting invoices:

- Do not submit an invoice that does not meet the minimum invoice requirements detailed above. Else, the Invoice will be rejected.
- Do not include any unauthorized charges - the bp purchase order or non-PO invoice reference pertains to a specific scope of work and should not be used for work that is outside of that agreed scope.
- Do not submit invoices which in aggregate exceed the value or quantity of the purchase order line being invoiced — if the value of the materials or work you are being asked to deliver exceeds the PO value please contact your bp business contact so that it can be increased appropriately.
- Do not submit an invoice or credit note which is not mathematically correct.
- Do not submit an invoice without appropriate supporting documentation.
- Do not hold onto credit notes, credits are to be issued to bp as soon as they are recognized.
- Do not submit duplicate or multiple copies of the same invoice. These duplicates can result in delay of all versions submitted.
- Do not consolidate previously submitted invoices when resubmitting.
- Do not submit invoice with bank details that do not match with bp records.
- Do not include any handwritten alterations within the invoice details
- Do not submit pro-forma invoices or statement of accounts
- Do not submit an invoice without a valid bp PO number or non-PO reference (bp representative email)

Invoice payments:

Payment of an invoice depends on the payment terms we have agreed to with you, the date when a valid invoice is received, and the accuracy and completeness of the invoice you submit.

bp will reject non-compliant invoices, provide reasons for rejection and request the Supplier to resubmit a revised invoice. If an invoice is rejected, the payment terms will not begin until a corrected invoice has been resubmitted and received by bp.

In order to check that your invoice has been successfully received and processed by bp, please log into the Supplier Portal https://supplierportal.bp.com to view to check invoice status. Note: if you are a new user, you will need to register for an account.

Appendix A — Supporting Documentation:

1.1 **Supporting Documentation is required for all 3rd party service-related PO invoices:**

- Supporting documentation, regardless of format, must provide sufficient evidence for the designated bp representative to validate that the referenced services have been received as invoiced and provide a proper audit trail.
- Optimally, the supporting documentation should be signed by the bp employee who received the service at the time it was performed, and who can best validate that it was performed. However, in the absence of access to a bp

employee or representative who can confirm performance of the work onsite, other acceptable supporting documentation may be used.

- Where required in order to confirm service receipt, 'signatures' on supporting documentation include legible handwritten signatures and electronically verified signature stamps (i.e. DocuSign).

1.2 Examples of Supporting Documentation

The section below provides examples of acceptable forms of supporting documentation that may be included with an invoice. This list is not exhaustive, and does not represent the only forms of acceptable documentation.

Field Ticket (electronic or paper):

For services performed in the field or on-site at an operating location for contractors who are not subject to using time sheets, a field ticket is optimally used to document the work that was completed. These field tickets shall be completed by the supplier that performed the work, and then agreed, by the appropriate bp representative who can attest that the ticket accurately represents the work that was performed.

Field tickets should be physically signed by the appropriate bp representative, or in situations where this is not possible, suppliers can scan/fax, or e-mail their field ticket to the bp representative to receive an electronic signature stamp.

Approved Timesheet:

For contractors who use timesheets to support their work, the timesheet shall list the business purpose / project on which the supplier worked, and with hours listed by day. Overtime hours should be listed separately. The timesheet shall be approved by the appropriate bp representative who can attest to the hours and business purpose listed on the time sheet, and who is independent from the company delivering the service.

Equipment or Vessel Utilization Summaries:

Similar to an individual's timesheet, when bp has an agreement to pay for a piece of equipment, vessel, or the like based on the usage of that item, the supplier's utilization summary may be used to confirm the receipt of the services provided by said item. This utilization summary must include the specific dates of usage, as well as the exact quantity and rate used to substantiate the invoice.

Approved Milestone/Payment Certificate:

When bp's contracts with suppliers stipulate, that specific payments are made based on the completion of certain scope, an agreed payment certificate can be included as valid invoice supporting documentation.

The payment certificate must contain the detail of the scope that has been certified, the contract and/or PO reference, and the details of the payment that has been authorized via the certificate.

This document must adhere to the requirements defined in the contractual agreement. In most cases, the contract language requires this certificate to be signed by both the supplier and bp prior to submission with the related invoice that must match the scope and amount of the payment certificate.

Calibration/Inspection Certificate with Shipment Information:

When bp owned material is sent to a 3rd party supplier to perform calibration or inspection, the receipt of the newly certified material along with the calibration/inspection certificate validates that the services have been completed.

In such cases, the supplier invoice submission referencing the service PO must include a scanned copy of the calibration/inspection certificate along with the confirmation of delivery verifying the material has been received into bp's care and custody.

Approved Invoice Paid by 3rd Party Supplier:

When bp has entered into an agreement to pay for materials and services managed by a 3rd party supplier on a cost or cost + mark-up basis, the paid invoice addressed to the 3rd party supplier provides an appropriate level of supporting documentation.

The use of an invoice document to substantiate an invoice paid for by bp is limited to a contractual scenario matching the description above.

When submitting 3rd party invoices as supporting documentation, the supplier must ensure that the invoice can be clearly

distinguished from the supporting documentation. It is recommended to remove or mark through the word "invoice" from the 3rd party invoice copy prior to attaching it, and clearly mark it as "supporting documentation" on the copy.

e-Mail from bp Staff:

For work completed that is not directly related to a field ticket or time-writing process, e-mail confirmation from the appropriate bp representative can provide acceptable supporting documentation. For these instances, the e-mail attached to the invoice submission must adhere to the following criteria:

- The email must be sent from a '@bp.com' or '@uk.bp.com' domain.
- The body of the e-mail clearly articulates what the sender is reviewing/approving/confirming and can be tied back to other records. It must be detailed enough to provide a clear link to the specific contract line or detail that entitles the supplier to payment from bp.
- The body of the e-mail contains explicit verbiage from the bp representative stating "approval" or "signoff" of the detail described in the previous bullet.
- The salutation at the bottom of the e-mail must clearly identify the approver, including his/her title and contact information.

Additional Forms of Supporting Documentation:

Any other forms of supporting documentation can be acceptable, given that they meet the principles stated in section 1.1 of this document.