



Instructions for invoice submission

STAATSOLIE SURINAME N.V.- Afdeling Accounts Payable

Purpose:

This document contains the instruction for the electronic invoice submission at Staatsolie and its subsidiaries. These instructions will enable you to easily and quickly draw up and submit your invoice for further processing using the formats offered.

Introduction:

The procurement of goods and services by Staatsolie Maatschappij Suriname N.V. (Staatsolie) and subsidiaries is centralized at the Supply Chain Management (SCM) department. All purchases must comply with the guidelines set as contained in our Procurement Policies and Procedures (PPP).

Invoice requirements:

For invoice submission the invoices must meet the following requirements:

- Your invoices must be addressed to Staatsolie or its subsidiary
- On the letterhead the legal trade name
- Full company name and company address
- The invoice date
- Invoice number is sequential and does not include any gaps
- A valid Purchase Order and or SES document number.
- The included line items with the VAT codes are in accordance with the PO description
- The full description and nature of the goods supplied, or nature of the services provided in specified period/date delivered or completed.
- Unit of measure for service or material as ordered in correspondence with units description on PO document
- Currency type as stated on purchase order
- Total amount for all items on invoice due excl. Tax
- The amount of taxes due
- Total amount for all items on invoice due incl. Tax
- The tax identification number under which the supplier has provided the supply of services or goods.

- The tax identification number (FIN and FE) of the receiving company of Staatsolie
- In case PO is tax exempt, state " VAT not included"
- A company stamp (if available)
- Complete bank details (bank account number, currency type, intermediary bank details, SWIFT-identification number, ABA-number and or IBAN number)
- The invoice has been signed by authorized personnel of your company

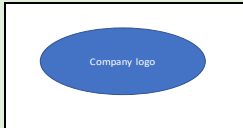
The original invoices must be scanned with the SES/PO document number and e-mailed to the e-mail address

Accountspayable@staatsolie.com taking into account the following:

- You save the document name of the invoice in the following format: INV< invoice number >_<Staatsolie PO no>.pdf (for example INV_12345_4500987654.pdf).
- PO name file format is as follows: PO_<Staatsolie PO no>.pdf (e.g. PO_4500987654.pdf).
- SES name file format is as follows: SES_<Staatsolie PO no>.pdf (e.g. SES_4500876543.pdf).

(Do not submit handwritten invoices or make photocopies of an invoice)

Example standard invoice with reference to the required data needed from the PO document:

Vendor information: Vendor name: TEST N.V. Address company: NOORDWEG 5 Address company: 401234 VAT (BTW) number: 2000000XXX Contact persoon:		Invoice 		BILL /SOLD/ SHIPPED TO: Company code: Company Name: Address: VAT (BTW) Number: Invoice Number: Invoice Date: Due Date: Purchase Order Document Number: SES document Number: Vendor Nummer:	
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Line item number.:	Product omschrijving:	BTW Code	Aantallen	Tarief	Currency	Net amount	BTW amount	Total amount
10	FILTER	CM	40	2,854.26	SRD	114,170.40	11,417.04	125,587.44
Totaal verschuldigd bedrag exclusief BTW:						114,170.40		
Totaal verschuldigd bedrag van BTW:							11,417.04	
Totaal verschuldigd bedrag inclusief Belastingen:								125,587.44

Payment Condition:

Special Arrangements

Bank information
 Bankname:
 Bank Account Number:
 SWIFT Number; ABA/IBAN:
 Currency:

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SPCS STAATSOLIE POWER COMPANY SURINAME N.V.

Warmtekrachtcentrale Tour Lui Faust
 Sir Winston Churchillweg 309, District Wanica-Suriname Tel: (+597) 485163 Fax: (+597) 485178

Purchase Order

PO number 4500107700

Vendor Address: TEST N.V. NOORDWEG 5 PARAMARIBO SURINAME Attention: Mr. T Test Phone Number: 401234 Email: info@test.com VAT Number: 2000000XXX	Information: VAT Number: 2000000991 Purchase Order No: 4500107700 RFQ Number: 6000022196 Date: 05-JAN-2023 Vendor No: 300068 Currency: SRD Buyer: E employee E-mail: Eemployee@staatsolie.com Phone: +597-485151 ext. room: Vendor Due Date: 22-MAR-2023 Down Payment
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Billing Address:
 Staatsolie Power Company Suriname N.V.
 Sir Winston Churchillweg, 309
 Wanica, SR
 Account Payable Department
 E-mail: accountspayable@staatsolie.com

Shipping Address:
 SPCS Thermal TLF
 Sir Winston Churchillweg 309
 4009 WAIKICA
 SURINAME

Terms of Payment: Net due in 30 days
Terms of Delivery: EXW (Ex-Works)
 Your responsible person: Mr. T Test
 Contact:
 Offerte no:
 Leverancier BTW no:
 Please deliver to SPCS THERMAL

Item	Material Description	Quantity	UM	Unit Price	Net Amount
10	FILTER PR No. 1009504 / Item Number 10	40.00	PAC	2,854.26	114,170.40

IMPORTANT NOTICE
 Kindly verify that the information on the PO is correct, and contact the aforementioned Buyer in the event of irregularities or inquiries.
 This Purchase Order is subject to our General Terms and Conditions, Supplier Code of Conduct and Procurement and Payment Guidelines (see Link: <https://www.staatsolie.com/en/supply-chain/>). Deviating provisions only apply if agreed in writing.
 The bank charges for payments (1) through an intermediary bank and / or with a bank located outside of the USA or (2) with a bank established in the USA in a currency other than USD, will be borne by Supplier.

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SPCS STAATSOLIE POWER COMPANY SURINAME N.V.

Warmtekrachtcentrale Tour Lui Faust
 Sir Winston Churchillweg 309, District Wanica-Suriname Tel: (+597) 485163 Fax: (+597) 485178

Purchase Order

PO number 4500107700

Item	Material Description	Quantity	UM	Unit Price	Net Amount
	VAT 10% (Code CM)				11,417.04
30	LIGHT PR No. 1009504 / Item Number 20 VAT 10% (Code CM) *** Item completely delivered ***	12.00	EA	4,757.50	57,085.20
					5,708.52
30	FILTER MAT PR No. 1009504 / Item Number 30 VAT 10% (Code CM) *** Item completely delivered ***	10.00	RL	1,585.70	15,857.00
					1,585.70

IMPORTANT NOTICE
 Kindly verify that the information on the PO is correct, and contact the aforementioned Buyer in the event of irregularities or inquiries.
 This Purchase Order is subject to our General Terms and Conditions, Supplier Code of Conduct and Procurement and Payment Guidelines (see Link: <https://www.staatsolie.com/en/supply-chain/>). Deviating provisions only apply if agreed in writing.
 The bank charges for payments (1) through an intermediary bank and / or with a bank located outside of the USA or (2) with a bank established in the USA in a currency other than USD, will be borne by Supplier.

Example Format Master Invoice for automatic upload:

FORMAT MASTER INVOICE

Vendor information:
 Vendor name: TEST N.V.
 Address company: MCRD/EGS
 Phone number: 401234
 VAT (BTW) number: 20000000XX
 Bankname: TEST BANK N.V.
 Bank Account Number: 1234567
 Currency:

MAILED INVOICE

Staatsolie Power Company Suriname N.V. (20)
 Department Accounts Payables
 Dr. Ir. H.S. Adriaansz 21

Invoice date: 08.03.2023
 Master Invoice Number: 2023-1

CMPCODE	DOCNUM	DOCDO	CURRENCY	DOCDATE	ENDORCOD	PO NUMBER	ITEM NUMBER	BESE NUMBER	SITENUM	BUJA	QUANT	TAX CODE	VALUE DOC	DESCR	INVTXT
2000	2023-1	INV	SFD	08.03.2023	100068	4500107700	10				40	CM	18.170.40	FILTER	4500107700 FILTER
2000	2023-1	TAX	SFD	08.03.2023	100068	4500107700	10						11.417.04	BTW	4500107700 BTW
2000	2023-2	INV	SFD	08.03.2023	100068	4500107700	20				12	CM	57.085.20	LIGHT	4500107700 LIGHT
2000	2023-2	TAX	SFD	08.03.2023	100068	4500107700	20						5.708.52	BTW	4500107700 BTW
2000	2023-3	INV	SFD	08.03.2023	100068	4500107700	30				10	CM	15.957.00	FILTERMAT	4500107700 FILTERMAT
2000	2023-3	TAX	SFD	08.03.2023	100068	4500107700	30						1.585.70	BTW	4500107700 BTW
2000	2023-4	INV	SFD	08.03.2023	100068	4500107776	10	1000105631	10		1	CL	148.64	Service	4500107776 Service
2000	2023-4	TAX	SFD	08.03.2023	100068	4500107776	10	1000105631	10				7.43	BTW	4500107776 BTW
													Sub Total	205.979.93	
													CURREN	SFD	

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SPCS STAATSOLIE POWER COMPANY SURINAME N.V.
 Warm Inkerachestraatje Four Lot Past
 Sir Winston Churchillweg 209, District Wanica-Suriname Tel.: (+597) 485183 Fax: (+597) 485178

Purchase Order
 PO number 480619750

Vendor Address:
 TEST N.V.
 MCRD/EGS 5
 PARAMARIBO SURINAME
 Attention: M. T. Teu
 Phone Number: 401234
 Email: info@test.com
 VAT Number: 20000000XX

Information:
 VAT Number: 2000000981
 Purchase Order No: 400010000
 RFQ Number: 600021194
 Date: 05-JAN-2023
 Vendor No: 100068
 Currency: SFD
 Buyer: E. J. J. J. J.
 E-mail: E.j.j.j.j@staatsolie.com
 Phone: +597-485183 ext. 1000
 Order Due Date: 23-MAR-2023

Billing Address:
 Staatsolie Power Company Suriname N.V.
 Sir Winston Churchillweg 209
 Wanica, SR
 Account Payable Department
 E-mail: accountpayable@staatsolie.com

Shipping Address:
 SPCS Thermal TLF
 Sir Winston Churchillweg 209
 4088 WANICA
 SURINAME

Terms of Payment: Net 30 (30 days)
Terms of Delivery: Net 30 (30 days)
 Your responsible person: M. T. Teu
 Contact Officer: M. T. Teu
 Levenslange BTW no.
 Please address to: SPCS-THERMAL

Item	Material Description	Quantity	UM	Unit Price	Net Amount
10	FILTER PR.No. 10098104 / Item Number 10	40.00	PAC	2.574.25	114,170.40

IMPORTANT NOTICE
 Each PO must be accompanied by the information on the PO's content, and contain the aforementioned items in the event of implementation or rejection.
 This Purchase Order is subject to our General Terms and Conditions, Supplier Code of Conduct and Procurement and Payment Conditions (see Link: https://www.staatsolie.com/nl/procurement). Delivery processes only apply if agreed in writing.
 The bank charges for payments (1) through an intermediary bank and / or with a bank located outside of the USA or (2) with a bank established in the USA is a company's sole risk. SCS will be liable to supply.

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SPCS STAATSOLIE POWER COMPANY SURINAME N.V.
 Warm Inkerachestraatje Four Lot Past
 Sir Winston Churchillweg 209, District Wanica-Suriname Tel.: (+597) 485183 Fax: (+597) 485178

Purchase Order
 PO number 480619750

Item	Material Description	Quantity	UM	Unit Price	Net Amount
20	LIGHT PR.No. 10098104 / Item Number 20 VAT 10% (Code C1)	12.00	EA	4.757.18	57,085.20
	VAT 10% (Code C1)				5,708.52
30	FILTER MAT PR.No. 10098104 / Item Number 30 VAT 10% (Code C1)	10.00	EA	1.585.70	15,857.00
	VAT 10% (Code C1)				1,585.70

IMPORTANT NOTICE
 Each PO must be accompanied by the information on the PO's content, and contain the aforementioned items in the event of implementation or rejection.
 This Purchase Order is subject to our General Terms and Conditions, Supplier Code of Conduct and Procurement and Payment Conditions (see Link: https://www.staatsolie.com/nl/procurement). Delivery processes only apply if agreed in writing.
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SPCS STAATSOLIE POWER COMPANY SURINAME N.V.
 Warm Inkerachestraatje Four Lot Past
 Sir Winston Churchillweg 209, District Wanica-Suriname Tel.: (+597) 485183 Fax: (+597) 485178

Service Entry Sheet

Vendor Address:
 TEST N.V.
 MCRD/EGS 5
 PARAMARIBO SURINAME
 Attention: M. T. Teu
 Phone Number: 401234
 Email: info@test.com
 VAT Number: 20000000XX

Information:
 VAT Number: 2000000041
 Purchase Order Number: 4000107716 / 00010
 Service Entry Sheet Number: 1000109611
 Date: 18-JAN-2023
 Vendor No: 100068
 Currency: SFD
 Purchasing Group: SARAMACCA OP 1
 Buyer: Eric Kempe

Billing Address:
 Staatsolie Power Company Suriname N.V.
 Sir Winston Churchillweg 209
 PO Box 4069
 4088 WANICA
 Phone (+597) 485183
 Fax (+597) 485178

Service Entry Sheet:
 Created by: SPCS-THERMAL
 Estimated Number: 224-PRELO
 DEPARTMENT: DEPARTMENT

Item	Services	Description	Quantity	UM	Unit Price	Net Amount
10	Service	Service	1		95.59	148.64
		VAT 10% (Code C1)				148.64
		VAT 10% (Code C1)				7.43
		Service Entry				156.07

IMPORTANT NOTICE
 It is mandatory to clearly state your company's VAT ID number and the VAT ID number of the service provider in your invoice in accordance with the aforementioned service requirements as indicated in article 11.6 of the VAT Act (2015). If you do not indicate your VAT ID number, you have not met the VAT ID number on your invoice. In addition, we will not be able to process your invoice.
 Suppliers must be notified within seven (7) days after delivery of the requested goods and within seven (7) days after receipt of your Service Entry Sheet (see the attached annex).

Steps to follow when using Master invoice formats:

1. Open the Excel format named Staatsolie MI Upload Template 2023> Fill in the "MI PDF" tab
2. When completed ; export the Excel format Staatsolie "MI PDF" 2023 to a pdf format (do not make adjustments outside the fields. Photocopies are also not allowed)
3. Save the document in the following format:
4. Excel file name: MI_ vendor code _invoice number (e.g. MI_12345).
5. PDF file: MI_ vendor code _invoice number (MI_12345).
6. The fields in the Excel file must be filled in correctly and completely in the style & size: Calibri "12". The maximum number of lines per master entry is 25
7. When submitting using the Master invoice format, the signed Pdf document and excel file must be sent

in 1 email. (maximum 1 upload file with 25 line items per mail attachen.)


8. Send the e-mail with attachments to the e-mail address: Accountspayable@staatsolie.com
with the subject line: Master Invoice invoice number (e.g. Master Invoice 325-2022)


- ❖ You will receive 1 confirmation of receipt per day.
- ❖ The e-mail address from which invoices were e-mailed to Accounts Payables must be the same e-mail address as recorded on the Company profile form.
- ❖ Please also note that the submission of invoices must be made within 1 week of receipt of the verified Service Entry Sheet or PO document.

Example of the attachments in the e-mail to Accountspayable@staatsolie.com.

From: jssmith@sr.net

To: accountspayable@staatsolie.com

**MASTER INVOICE # 325-2022.pdf**
47 KB

**MASTER INVOICE # 325-2022.xlsx**
339 KB

Dear Sirs,

Please find attached Master Invoice 325-2022 for processing.

With kind regards,

Jan Smith
Accounts Receivables Department

Phone: +597 4996492 | **Email:** jssmith@sr.net
Web: www.jsmithnv.com | **Address:** Dr. Ir. H.S. Adhinstraat 21

After submission you will receive the following automatic reply for receipt of the e-mail.

From: Staatsolie Accounts Payables
 To: jssmith@sr.net

Dear Vendor,

Thank you for your email!

Your invoice will be processed as soon as possible.
 For questions or inquiries about your invoices and payments feel free to contact the AP Helpdesk at 499649/375222 ext.65900 or send us an e-mail: APhelpdesk@staatsolie.com

Have a wonderful day,
 The Accounts Payables team

Meaning of the required fields in the format of the master invoice:

Field #	Field name	Field Description	Required Input	Length in numbers (max)
1	CMPCODE	SAPCompany Code Number	Staatsolie Maatschappij Suriname N.V. (1000) Staatsolie Power Company Suriname N.V. (2000) GOw2 Energy Suriname N.V. (4000) Staatsolie Hydrocarbon Institute (5000)	4
2	DOCNUM	Vendor Document Number	Invoice number	16
3	DOCCODE	Document Code (INV/CRM/TAX)	INV= Invoice CRM= Credit memo TAX= BTW	3
4	CURRENCY	Document Currency	SRD/USD/EUR/GBP	5
5	DOCDATE	Document Date	Dateofinvoicesubmission (Day.Month.Year) e.g. 08.03.2023	8
6	VENDORCODE	SAP Vendor Number	Vendor number	16
7	PONUMBER	Purchase Order Document Number	PO number	10
8	POITEMNUMBER	PO Line Item Number	PO Item number	6

9	SESNUMBER	ServiceEntry Sheet Document Number	SES number	10
10	SESITEMNUMBER	Service Entry Sheet Line Number	SES item number	6
11	QUANTITY	Invoice Quantity	Quantity	13
12	TAXCODE	SAP Tax Code	BTW Code on the PO/SES document	2
13	VALUEDOC	<ul style="list-style-type: none"> • Invoice Amount (INV) • Credit Memo (CRM) • TAX 	<ul style="list-style-type: none"> • Amount on the invoice per item excluding VAT • BTW (VAT) amount 	13
14	DESCR	Line Item Text 1	Material/Description of the item number as mentioned on the PO	50
15	INVTEXT	Line Item Text 2	PO number in the following format: 4500033284	50

Where can you find the required fields on the PO documents?

Required Field:	Description
1	PO number
2	Vendor information
3	Billed company
4	BTW vat number billed company
5	Currency
6	Item number
7	Quantity per line item
8	BTW code system
9	Material discription


STAATSOLIE POWER COMPANY SURINAME N.V.

Warmtekrachtcentrale *Tout Lui Faut*.
 Sir Winston Churchillweg 309. District Wanica-Suriname Tel.: (+597) 485163 Fax: (+597) 485178

Purchase Order

PO number 4500107700 1

Vendor Address TEST N.V. NOORDWEG 5 2 PARAMARIBO SURINAME Attention: Mr. T. Test Phone Number: 401234 Email: info@testnvy.com VAT Number: 2000000XXXX		Information VAT Number 2000006981 4 Purchase Order No. 45001XXXXX RFQ Number 6000022196 Date 05-JAN-2023 Vendor No. 100068 Currency SRD 5 Buyer Employer E-mail Employer@staatsolie.com Phone +597-480501 ext. XXXX Vendor Due Date 22-MAR-2023 Down Payment	
Billing Address Staatsolie Power Company Suriname N.V. Sir Winston Churchillweg, 309 3 Wanica, SR Accounts Payable Department E-mail: accountspayable@staatsolie.com			
Shipping Address: SPCS Thermal TLF Sir Winston Churchillweg 309 4069 WANICA SURINAME			
Terms of Payment: Net due in 30 days Terms of Delivery: EXW(Ex Works) / Your responsible person: Mr. T. Test Contact Offerte no Leverancier BTW no. Please deliver to SPCS THERMAL			

Item	Material/Description	Quantity	UM	Unit Price	Net Amount
10	FILTER 9 PR.No. 10098504 / Item Number 10	40.00	PAC	2,854.26	114,170.40
		7			


STAATSOLIE POWER COMPANY SURINAME N.V.

Warmtekrachtcentrale *Tout Lui Faut*.
 Sir Winston Churchillweg 309. District Wanica-Suriname Tel.: (+597) 485163 Fax: (+597) 485178

Purchase Order

PO number 4500107700

Item	Material/Description	Quantity	UM	Unit Price	Net Amount
	VAT 10% (Code CM) 8 *** Item completely delivered ***				11,417.04
20	LIGHT PR.No. 10098504 / Item Number 20 VAT 10% (Code CM) *** Item completely delivered ***	12.00	EA	4,757.10	57,085.20
					5,708.52
30	FILTER MAT PR.No. 10098504 / Item Number 30 VAT 10% (Code CM) *** Item completely delivered ***	10.00	RL	1,585.70	15,857.00
					1,585.70

Failure to comply

If the invoice is not issued as described in this instruction, we will consider the invoice as not received.

A notification will be sent to the issuer. No further processing will be conducted.