



# Instructions for Submitting Master Invoices

This document describes the procedure for the electronic submission of invoices:

Send an email with the attached master invoices to: [Accountspayable@staatsolie.com](mailto:Accountspayable@staatsolie.com).

You always must use the email address registered with Staatsolie to send invoices. If the invoices are emailed from another email address, they will not be accepted. Please indicate one (1) contact person and a back-up within your company who will send the electronic invoices to Staatsolie.

Below an example of a similar email:

**From:** J. Smith [mailto:jsmith@sr.net]  
**Sent:** Saturday, September 7, 2020 2:49 PM  
**To:** Accountspayable  
**Subject:** Miami Invoice 66563, 66569, 66567, 66568

Dear,  
Please see attached invoice 665663, 66569, 66567, 66568.

Regards,

Jan Smith  
Adhinstraat  
Phone: 597-499649  
E-mail: [jsmith@sr.net](mailto:jsmith@sr.net)

You will then receive a confirmation e-mail from [Accountspayable@staatsolie.com](mailto:Accountspayable@staatsolie.com). If invoices are not complete, we may ask you to resubmit the invoice with the proper information.

Example of the confirmation email:



To CoreStats Projects Team

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](mailto:APhelpdesk@staatsolie.com)

Have a wonderful day,

The Accounts Payables team

1. Below an example of the master invoice.

For goods:

CMPCODE	DOCNUM	DOCCODE	CURRENCY	DOCDATE	VENDORCODE	PONUMBER	POITEMNUMBER	SESNUMBER	SESITEMNUMBER	QUANTITY	TAXCODE	VALUEDOC	DESCR	INVTEXT
1000	66174	INV	USD	02/12/2017	100332	4500033284	10			1	PZ	7,516.39	SMITH METER MODEL ST-40 -DI	PO# 45-33284

For services:

CMPCODE	DOCNUM	DOCCODE	CURRENCY	DOCDATE	VENDORCODE	PONUMBER	POITEMNUMBER	SESNUMBER	SESITEMNUMBER	QUANTITY	TAXCODE	VALUEDOC	DESCR	INVTEXT
1000	66174	INV	USD	02/12/2017	100332	4500033284	10	100011111	10	1	PZ	7,516.39	SMITH METER MODEL ST-40 -DI	PO# 45-33284

For goods and / or services with sales tax:

CMPCODE	DOCNUM	DOCCODE	CURRENCY	DOCDATE	VENDORCODE	PONUMBER	POITEMNUMBER	SESNUMBER	SESITEMNUMBER	QUANTITY	TAXCODE	VALUEDOC	DESCR	INVTEXT
1000	66506-1	INV	USD	03/02/2018	100332	4500029764	60	1000506	10	25	PZ	40.50	Line item description	4500029764
1000	66506-1	TAX	USD	03/02/2018	100332	4500029764						717.57		

The fields in the Excel file must be filled in correctly and completely with the format style & size: *Calibri "12"*. The maximum of 25 lines per master entry is allowed.

Below an explanation of the different columns, the required input and the maximum length of the input:

Field #	Field name	Field Description	Required Input	Length in numbers (max)
1	CMPCODE	SAP Company Code Number	Staatsolie 1000 SPCS 2000	4
2	DOCNUM	Vendor Document Number	Invoice number	16
3	DOCCODE	Document Code (INV/CRM/TAX)	INV= Invoice CRM= Credit memo TAX= OB	3
4	CURRENCY	Document Currency	SRD/USD/EUR	5
5	DOCDATE	Document Date	Date of email send	8
6	VENDORCODE	SAP Vendor Number	Vendor nummer	16
7	PONUMBER	SAP Purchase Order Number	PO nummer	10
8	POITEMNUMBER	SAP PO Line Item Number	PO Item nummer	6
9	SESNUMBER	SAP Service Entry Sheet Number	SES nummer	10
10	SESITEMNUMBER	SAP Service Entry Sheet Line Number	SES item nummer	6
11	QUANTITY	Invoice Quantity	Quantity	13
12	TAXCODE	SAP Tax Code	<ul style="list-style-type: none"> <li>• PZ= Zero OB applied to goods PO's</li> <li>• PM= Taks for materials</li> <li>• PS= TAKS for services</li> </ul>	2
13	VALUEDOC	<ul style="list-style-type: none"> <li>• Invoice Amount(INV)</li> <li>• Credit Memo (CRM)</li> <li>• TAX</li> </ul>	<ul style="list-style-type: none"> <li>• Amount on the invoice per item excluding OB</li> <li>• Total sales tax stated on invoice</li> </ul>	13
14	DESCR	Line Item Text	Description of the item number as mentioned on the PO with addition of the period in case of services.	50
15	INVTEXT	Line Item Text 2	PO- number in the following format: PO# 45-33284	50

2. The master invoice are submitted to the Accounts Payables department as followed:
  - Mail to the email address [Accountspayable@staatsolie.com](mailto:Accountspayable@staatsolie.com), after which you receive a confirmation email.
  - Signed pdf invoice;
  - Excel format;

Below an example of a fully completed master invoice in excel & PDF:

- Excel:

CMPCODE	DOCNUM	DOCCODE	CURRENCY	DOCDATE	VENDORCODE	PONUMBER	POITEMNUMBER	SESNUM	SESITEMNUMBER	QUANTITY	TAXCODE	VALUEDOC	DESCR	INVTXT
1000	71866-1	INV	USD	04/08/2019	100332	4500056284	10			6	PZ	35,700.54	GATE VALVE, SIZE 20" FIGURE 47	4500056284 GATE VALVE, SIZE 20" FIGURE 47
1000	71866-2	INV	USD	04/08/2019	100332	4500063133	70			200	PZ	69,436.00	Threaded FLANGE 2-9/16"-API R26 plus gasket	4500063133 Threaded FLANGE 2-9/16"-API R26 plus gasket
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	10			1	PZ	2,583.65	Cylinder beam 7019280	4500064372 Cylinder beam 7019280
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	20			1	PZ	1,686.17	Cylinder beam 7019290	4500064372 Cylinder beam 7019290
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	40			1	PZ	6,223.28	Cylinder extension 99903242	4500064372 Cylinder extension 99903242
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	50			1	PZ	7,692.64	Cylinder extension 6199740	4500064372 Cylinder extension 6199740
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	60			1	PZ	8,523.68	Cylinder extension 6193160	4500064372 Cylinder extension 6193160
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	70			2	PZ	10,995.04	Cylinder extension 6193040	4500064372 Cylinder extension 6193040
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	80			2	PZ	12,612.62	Cylinder extension 6197790	4500064372 Cylinder extension 6197790
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	90			1	PZ	16,104.10	Cylinder outer 6191570	4500064372 Cylinder outer 6191570
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	100			1	PZ	9,382.20	Cylinder inner 6191470	4500064372 Cylinder inner 6191470
1000	71866-4	INV	USD	04/08/2019	100332	4500067539	10			2	PZ	250.02	CUTTING EDGE 1/2" X 6" X 8FT. P/N 820-035C	4500067539 CUTTING EDGE 1/2" X 6" X 8FT. P/N 820-035C
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	230			232	PZ	440.80	STUDS WITH 2 HH NUTS, SIZE 5/8 X 3-3/4"	4500067114 STUDS WITH 2 HH NUTS, SIZE 5/8 X 3-3/4"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	240			448	PZ	1,456.00	STUDS WITH 2 HH NUTS, SIZE 3/4" X	4500067114 STUDS WITH 2 HH NUTS, SIZE 3/4" X
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	250			2676	PZ	12,309.60	STUDS WITH 2 HH NUTS, SIZE 7/8" X 5"	4500067114 STUDS WITH 2 HH NUTS, SIZE 7/8" X 5"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	260			1056	PZ	5,755.20	STUDS WITH 2 HH NUTS, SIZE 7/8" X 8"	4500067114 STUDS WITH 2 HH NUTS, SIZE 7/8" X 8"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	270			112	PZ	1,092.00	STUDS WITH 2 HH NUTS, SIZE 1" X 10"	4500067114 STUDS WITH 2 HH NUTS, SIZE 1" X 10"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	440			105	PZ	2,283.75	STUDS W/NUTS-2H SIZE 1-3/8" X 9-1/2"	4500067114 STUDS W/NUTS-2H SIZE 1-3/8" X 9-1/2"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	560			48	PZ	276.00	STUDS WITH 2 HH NUTS, SIZE 1" X 5-1/2"	4500067114 STUDS WITH 2 HH NUTS, SIZE 1" X 5-1/2"
1000	71866-6	INV	USD	04/08/2019	100332	4500068410	10			1	PZ	2,220.00	PORTABLE STAIR 42" # 90234	4500068410 PORTABLE STAIR 42" # 90234
												Sub Total	\$ 207,023.29	

- PDF:

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1000	71866-1	INV	USD	04/08/2019	100332	4500056284	10			6	PZ	35,700.54	GATE VALVE, SIZE 20" FIGURE 47	4500056284 GATE VALVE, SIZE 20" FIGURE 47
1000	71866-2	INV	USD	04/08/2019	100332	4500063133	70			200	PZ	69,436.00	Threaded FLANGE 2-9/16"-API R26 plus gasket	4500063133 Threaded FLANGE 2-9/16"-API R26 plus gasket
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	10			1	PZ	2,583.65	Cylinder beam 7019280	4500064372 Cylinder beam 7019280
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	20			1	PZ	1,686.17	Cylinder beam 7019290	4500064372 Cylinder beam 7019290
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	40			1	PZ	6,223.28	Cylinder extension 99903242	4500064372 Cylinder extension 99903242
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	50			1	PZ	7,692.64	Cylinder extension 6199740	4500064372 Cylinder extension 6199740
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	60			1	PZ	8,523.68	Cylinder extension 6193160	4500064372 Cylinder extension 6193160
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	70			2	PZ	10,995.04	Cylinder extension 6193040	4500064372 Cylinder extension 6193040
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	80			2	PZ	12,612.62	Cylinder extension 6197790	4500064372 Cylinder extension 6197790
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	90			1	PZ	16,104.10	Cylinder outer 6191570	4500064372 Cylinder outer 6191570
1000	71866-3	INV	USD	04/08/2019	100332	4500064372	100			1	PZ	9,382.20	Cylinder inner 6191470	4500064372 Cylinder inner 6191470
1000	71866-4	INV	USD	04/08/2019	100332	4500067539	10			2	PZ	250.02	CUTTING EDGE 1/2" X 6" X 8FT. P/N 820-035C	4500067539 CUTTING EDGE 1/2" X 6" X 8FT. P/N 820-035C
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	230			232	PZ	440.80	STUDS WITH 2 HH NUTS, SIZE 5/8 X 3-3/4"	4500067114 STUDS WITH 2 HH NUTS, SIZE 5/8 X 3-3/4"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	240			448	PZ	1,456.00	STUDS WITH 2 HH NUTS, SIZE 3/4" X	4500067114 STUDS WITH 2 HH NUTS, SIZE 3/4" X
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	250			2676	PZ	12,309.60	STUDS WITH 2 HH NUTS, SIZE 7/8" X 5"	4500067114 STUDS WITH 2 HH NUTS, SIZE 7/8" X 5"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	260			1056	PZ	5,755.20	STUDS WITH 2 HH NUTS, SIZE 7/8" X 8"	4500067114 STUDS WITH 2 HH NUTS, SIZE 7/8" X 8"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	270			112	PZ	1,092.00	STUDS WITH 2 HH NUTS, SIZE 1" X 10"	4500067114 STUDS WITH 2 HH NUTS, SIZE 1" X 10"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	440			105	PZ	2,283.75	STUDS W/NUTS-2H SIZE 1-3/8" X 9-1/2"	4500067114 STUDS W/NUTS-2H SIZE 1-3/8" X 9-1/2"
1000	71866-5	INV	USD	04/08/2019	100332	4500067114	560			48	PZ	276.00	STUDS WITH 2 HH NUTS, SIZE 1" X 5-1/2"	4500067114 STUDS WITH 2 HH NUTS, SIZE 1" X 5-1/2"
1000	71866-6	INV	USD	04/08/2019	100332	4500068410	10			1	PZ	2,220.00	PORTABLE STAIR 42" # 90234	4500068410 PORTABLE STAIR 42" # 90234
												Sub Total	\$ 207,023.29	

Signature: