

Motiva Enterprises LLC Invoicing Instructions

Invoice Document Requirements:

- Motiva Purchase Order number (for PO based invoices)
- Unique invoice number
- Invoice date
- Remit To information (e.g. "your" company information where payment is to be received)
- Bill To Company name (e.g. Motiva Enterprises)
- Ship To Location – if different from Bill To information
- Date of material shipment or service provided
- Invoice amount broken down by PO line item number and PO line item number indicated
- Description of the goods or services
- Quantity of goods and services being invoiced
- Price of each item or service with the tax listed separately
- Motiva Contact Name and Email Address (For non-PO invoices)
- Payment Terms per contract
- Do not send invoices to employees for payment or invoices may be delayed or rejected. Employees can be CC'd for awareness

Note: Invoices received without the above information will be returned for correction

How to submit Invoices:

- Submission Methods
 - **Ariba Network Suppliers:** send electronically via Ariba.
 - **PDF Email:** Preferred Method for non-ARIBA Network Suppliers:
 - API invoicing@Motiva.com
 - **Mail Paper Invoice:**
 - Motiva Enterprises, LLC
500 Dallas St.
Houston, TX 77002

NOTE: ARIBA Enterprise Supplier invoices submitted as Email or Paper will be rejected back to the supplier and asked to resubmit via Ariba.

Requirements for PDF Submissions

1. Invoices must be a legible PDF Format (No Excel or Word docs accepted) and no greater than 10 MB
2. One PDF invoice per attachment
3. Multiple individual PDFs can be submitted in a single email
4. Invoice should precede any supporting documentation
5. Cannot be password protected, zipped, or in a changeable format
6. Invoices should only be submitted once - duplicate submissions may create delays or rejections
7. API invoicing mailbox is not monitored for inquiries and is utilized only for receipt of invoices. See below for invoice query submission.

Invoice and Ariba Enablement Inquiries:

- Email: MOTIVA-Vendor-Helpdesk@motiva.com

Consignment POs – Do not invoice Motiva. Contact Andrew.Martindale@Motiva.com with any questions.