

Polar Tankers - US
Instructions for submitting Polar Tanker invoices via Email
<mailto:COPPolarAP@conocophillips.com>

Email for PO invoices: These invoices will reference a Purchase Order Number.

If you are submitting an invoice that is referencing a PO, please see section (**Invoice Content Requirements**)

Email for User ID invoices: These invoices will not reference a Purchase Order Number.

Please follow the instructions for submitting an invoice without a Purchase Order Number, See sections **Email Subject Line Requirements & Invoice Content Requirements**

Email Subject Line Requirements

- Include the User ID **POLCODE**
- Please include your vendor name and invoice number(s) in the subject line of your email. (Ex. POLCODE-ABC Company-Inv# 54321)
- Include "**Merge**" if you have Multiple Attachments see instruction if applicable (see invoice attachment requirements)

Invoice Attachment Requirements - Ensure the email attachment meets the guidelines below.

- Supported document types are currently **PDF only**.
- An attachment containing the invoice plus backup - the invoice must be 1st page of the attachment.
- Attachments containing more than one invoice are **NOT** allowed. The result is that the entire attachment will be scanned as one invoice.
- **Multiple attachments** in one email that pertain to **one invoice**, the word **MERGE** must be included on the subject line of the email and the invoice document must be the first attachment, subsequent attachments will be treated as backup to the invoice.
- Multiple attachments in one email **without** the word **MERGE** in the subject line – each attachment will be scanned as a separate invoice.
- Avoid scanning in color as this can cause the file size to be extremely large.
- The file name of the attachment must not exceed 50 characters.

- **Invoice Content Requirements - Be sure ALL are met to avoid rejection:**
 - Valid Polar Tanker **Purchase Order Number** (7 digits long beginning with 110, 111 or 112 and several companies put letters at the beginning of the PO) Or **Polar Tanker User ID POLCODE** on the face of the invoice
 - Address invoice to the **proper legal entity name**.
 - Vendor Name
 - Remittance Address
 - Invoice Date
 - Invoice Number
 - Invoice Amount
 - Tax Amount (if applicable)
 - Purchase/Service description

Vendors are encouraged to check the status of an invoice using the MyVP website. **If an invoice is submitted without one or more of the above-mentioned required fields, it will be rejected.** If you are unable to determine why an invoice has been rejected, you can send an email to COPPolarAP@conocophillips.com asking for status of an invoice. Please see [ConocoPhillips Vendors](#) website for further instructions on MyVP and additional information.