

ConocoPhillips Vendor Quick Reference Guide



Invoice Options & Requirements

ConocoPhillips Company has the capability to receive invoices several ways. We prefer that our vendors utilize one of our electronic commerce options (ePayables Web or ePayables Direct Connect). We are working to increase the use of these options and eliminate/reduce the receipt of paper invoices.

The time and effort required to implement an electronic invoicing solution will vary depending on the electronic commerce method your company chooses. The work location and contractual relationship with ConocoPhillips will determine the required data to be included in invoice submission.

[Vendor Invoice Options & Requirements](#)

Payment Methods/Payment Terms

ConocoPhillips sends payment files each day to our disbursement banks to meet our obligations to vendors. We offer the capability to pay vendors in various ways but our preferred method of payment is through ACH/EFT. ConocoPhillips Company issues payment based on the Net 30 standard payment term unless otherwise specified in your contract. Please visit the link below to view the details around our payment methods.

[Vendor Payments](#)

Invoice Payment and Status

ConocoPhillips offers vendors the opportunity to access ConocoPhillips purchase order, invoice, and payment information through our My Vendor Portal (MyVP) website. This 24-hour portal is the preferred vendor inquiry method and allows you to easily obtain up-to-date information. Please visit the [Invoice Status](#) section of the ConocoPhillips Vendor Relations site.