



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 31 Oktober 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode November 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** untuk periode **November 2023**, terhitung sejak tanggal **01 November 2023** sampai dengan **24 November 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

 Digitally  
signed by  
Tarmuji

**Tarmuji**  
Finance Manager



Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Agustus 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Juli 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Juni 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 2 Juni 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Mei 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Maret 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Februari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Januari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Desember 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 September 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Agustus 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022



- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Maret 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : October 31, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of November 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** for period of **November 2023**, starting from **November 1<sup>st</sup> 2023 until November 24<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Moreover, we urge partners to send hardcopy and other supporting documents using postal services. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

### Tarmuji

**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated August 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 31, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 30, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 2, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 3, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 27, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 31, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated August 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021



- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities



## PEMBERITAHUAN


Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 27 September 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Oktober 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** untuk periode **Oktober 2023**, terhitung sejak tanggal **02 Oktober 2023** sampai dengan **25 Oktober 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

 Digitally signed by  
Tarmuji  
Date: 2023.09.29  
08:16:00 +07'00'

**Tarmuji**  
**Finance Manager**



Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Agustus 2023
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- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : September 27, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of October 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** for period of **October 2023**, starting from **October 2<sup>nd</sup> 2023 until October 25<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

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### Tarmuji

**Finance Manager**

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For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities





## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 28 Agustus 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode September 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkaitantisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail ([BUfinancelogger\\_202@chevron.com](mailto:BUfinancelogger_202@chevron.com))** untuk periode **September 2023**, terhitung sejak tanggal **01 September 2023** sampai dengan **25 September 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

 Digitally signed by  
Tarmuji  
Date: 2023.08.28  
13:37:20 +07'00'

**Tarmuji**  
Finance Manager



Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Juli 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Juni 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 2 Juni 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Mei 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Maret 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Februari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Januari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Desember 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 September 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Agustus 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022



- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Maret 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : August 28, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of September 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** for period of **September 2023**, starting from **September 1<sup>st</sup> 2023 until September 25<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Moreover, we urge partners to send hardcopy and other supporting documents using postal services. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

### Tarmuji

**Finance Manager**

*T*

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 31, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 30, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 2, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 3, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 27, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 31, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated August 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 31 Juli 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Agustus 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkaitantisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** untuk periode **Agustus 2023**, terhitung sejak tanggal **01 Agustus 2023** sampai dengan **25 Agustus 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

 Digitally  
signed by  
Tarmuji

**Tarmuji**  
Finance Manager



Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Juni 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 2 Juni 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Mei 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Maret 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Februari 2023
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2022
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022



- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Maret 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
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- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : Juli 31, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of August 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** for period of **August 2023**, starting from **August 1<sup>st</sup> 2023 until August 25<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

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Thus, the notification is informed, thank you for your attention and cooperation.

### Tarmuji

Finance Manager

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 30, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 2, 2023
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 28, 2023
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities





## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 30 Juni 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Juli 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkaitantisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** untuk periode **Juli 2023**, terhitung sejak tanggal **03 Juli 2023** sampai dengan **25 Juli 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 2 Juni 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Mei 2023
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : June 30, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of July 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail ([IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com))** for period of **July 2023**, starting from **July 3<sup>rd</sup> 2023 until July 25<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Moreover, we urge partners to send hardcopy and other supporting documents using postal services. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

  
**Tarmuji**

**Finance Manager**



Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment: Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 2, 2023

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 3, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 27, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated August 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021



- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28,2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 3 Mei 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Mei 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail** untuk periode **Mei 2023**, terhitung sejak tanggal **02 Mei 2023 sampai dengan 25 Mei 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan *early payment discount penalty 1%*** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Maret 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Februari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Januari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Desember 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 September 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Agustus 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Maret 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021



- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : May 3, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of May 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail** for period of **May 2023**, starting from **May 2<sup>nd</sup> 2023 until May 25<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Moreover, we urge partners to send hardcopy and other supporting documents using postal services. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

### Tarmuji

Finance Manager

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 27, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 31, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021



- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28,2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities





## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 28 Maret 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode April 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail** untuk periode **April 2023**, terhitung sejak tanggal **03 April 2023 sampai dengan 25 April 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan *early payment discount penalty 1%*** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Februari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Januari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Desember 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 September 2022
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021



- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : March 28, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of April 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail** for period of **April 2023**, starting from **April 3<sup>rd</sup> 2023 until April 25<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Moreover, we urge partners to send hardcopy and other supporting documents using postal services. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

### Tarmuji

Finance Manager

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 27, 2023
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021



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- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 28 Februari 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Maret 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail** untuk periode **Maret 2023**, terhitung sejak tanggal **01 Maret 2023 sampai dengan 24 Maret 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
Finance Manager

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan *early payment discount penalty 1%*** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

### Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Januari 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Desember 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 September 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Agustus 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Maret 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021



- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : February 28, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of March 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail** for period of **March 2023**, starting from **March 1<sup>st</sup> 2023 until March 24<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Moreover, we urge partners to send hardcopy and other supporting documents using postal services. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

### Tarmuji

Finance Manager

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 27, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 31, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated August 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities





## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 27 Januari 2023  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Februari 2023**

Sehubungan dengan telah dihentikannya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia **tetap memberlakukan kebijakan penerimaan invoice melalui E-mail** untuk periode **Februari 2023**, terhitung sejak tanggal **01 Februari 2023 sampai dengan 24 Februari 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan *early payment discount penalty 1%*** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Desember 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 September 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Agustus 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021



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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : January 27, 2023  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of February 2023**

In relation to government policy to lift the Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron will **continue procedure for the incoming invoice/billing submission through E-mail** for period of **February 2023**, starting from **February 1<sup>st</sup> 2023 until February 24<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, currently our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Moreover, we urge partners to send hardcopy and other supporting documents using postal services. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

  
**Tarmuji**  
Finance Manager

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 29 December 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Januari 2023**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Januari 2023**, terhitung sejak tanggal **02 Januari 2023 sampai dengan 25 Januari 2023** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Hilman Margandi**  
**Tax Manager**

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 September 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Agustus 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022
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- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021



- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : December 29, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of January 2023**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission through E-mail for period of **January 2023**, starting from **January 2<sup>nd</sup> 2023 until January 25<sup>th</sup> 2023** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Moreover, we urge partners to send hardcopy and other supporting documents using postal services. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

**Hilman Margandi**  
**Tax Manager**

### Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

### Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 31, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated August 29, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020



- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28,2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities





## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 29 Agustus 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode September 2022**

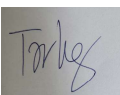
Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **September 2022**, terhitung sejak tanggal **01 September 2022 sampai dengan 26 September 2022** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lebih lanjut, untuk invoice mulai periode September 2022, Chevron akan mengimplementasikan **PER-11/PJ/2022** (mengubah PER-03/PJ/2022) tentang Faktur Pajak yang efektif per **1 September 2022**. Sesuai PER-11, **alamat pembeli pada seluruh faktur pajak yang ditujukan kepada Chevron Makassar Ltd., Chevron Rapak Ltd., dan Chevron Ganal Ltd. kembali menggunakan alamat Jakarta (terlampir)**. Mengingat regulasi ini men-spesifikasi bahwa hanya penyerahan ke daerah yang mendapat fasilitas PPN atau PPnBM tidak dipungut dan pembeli menerapkan PPN Dipusatkan saja yang perlu mengimplementasikan alamat pada faktur pajak menyesuaikan alamat terdaftar di mana BKP dan/atau JKP diserahkan. Dikarenakan alamat penyerahan kami tidak terdapat pada daerah yang mendapat fasilitas PPN atau PPnBN, maka kami kembali menggunakan alamat Jakarta.

Lalu, kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

 Digitally signed  
by tarmuji  
Date: 2022.08.29  
14:34:04 +07'00'

**Tarmuji**  
**Finance Manager**

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : August 29, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of September 2022**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission through E-mail for period of **September 2022**, starting from **September 1<sup>st</sup> 2022 until September 26<sup>th</sup> 2022** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application. Please send the softcopy through e-mail at least on the same day as the hardcopy sent to us.**

Furthermore, for invoice starting September 2022, Chevron will apply **PER-11/PJ/2022 (amends PER-03/PJ/2022)** about Tax Invoice which comes effective on **September 1<sup>st</sup>, 2022**. Following PER-11, the **buyer address in all tax invoices directed to Chevron Makassar Ltd., Chevron Rapak Ltd., and Chevron Ganal Ltd. will return to use Jakarta registered address (as attached)**. Since this regulation specify only for delivery in certain areas that has been granted uncollected VAT facility and the recipient conducting centralization of VAT that needs to implement the tax invoice address corresponds with delivery address of taxable goods/services (BKP/JKP). Since our delivery address is not located in certain areas that has been granted VAT facility, thus please use our Jakarta address for VAT invoice.

Moreover, we urge partners to send hardcopy and other supporting documents using postal services from PT Pos Indonesia. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021

## DAFTAR ENTITAS CHEVRON

NO	NAMA	NPWP	ALAMAT	STATUS	KODE SERI FP
1	PT. CHEVRON PACIFIC INDONESIA	01.308.508.9.081.000	Jl Asia Afrika, Gedung Sentral Senayan I, Gelora, Tanah Abang, Kota Adm. Jakarta Pusat, DKI Jakarta, 10270	WAPU	01/03
		01.308.508.9.218.001	Main Office Rumbai - Pekanbaru	WAPU	01/03
2	CHEVRON INDONESIA COMPANY	01.001.262.3-081.000	Gedung Sentral Senayan I Lt 16, Jl. Asia Afrika No. 8 RT. 001 RW. 003 Gelora Tanah Abang Jakarta Pusat DKI Jakarta 10270	WAPU	01/03
3	CHEVRON MAKASSAR LTD.	01.863.567.2-081.000	Gedung Sentral Senayan I Lt 16, Jl. Asia Afrika No. 8 RT. 000 RW. 00 Gelora Tanah Abang Jakarta Pusat DKI Jakarta 10270	WAPU	01/03
4	CHEVRON RPAK LTD.	01.863.566.4-081.000	Gedung Sentral Senayan I Lt 16, Jl. Asia Afrika No. 8 RT. 000 RW. 00 Gelora Tanah Abang Jakarta Pusat DKI Jakarta 10270	WAPU	01/03
5	BUT. CHEVRON GANAL, LTD.	01.863.635.7-081.000	Gedung Sentral Senayan I Lt 16, Jl. Asia Afrika No. 8 RT. 000 RW. 00 Gelora Tanah Abang Jakarta Pusat DKI Jakarta 10270	WAPU	01/03
6	PT. JASA DAYA CHEVRON	01.981.897.0.081.000	Gedung Sentral Senayan I Lantai 16, Jl. Asia Afrika No. 8 Gelora - NO.8 RT. 000 RW. 000 Gelora Tanah Abang Jakarta Pusat DKI Jakarta	NON WAPU	01



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 28 Juli 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Agustus 2022**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Agustus 2022**, terhitung sejak tanggal **01 Agustus 2022 sampai dengan 25 Agustus 2022** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan *early payment discount penalty 1%*** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 4 Juli 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Maret 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020



- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020
- Daftar Entitas Chevron



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : July 28, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of August 2022**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission through E-mail for period of **August 2022**, starting from **August 1<sup>st</sup> 2022 until August 25<sup>th</sup> 2022** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application**. Furthermore, **please send the softcopy through e-mail at least on the same day as the hardcopy sent to us**.

We urge partners to send hardcopy and other supporting documents using postal services from PT Pos Indonesia. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 4 Juli 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Juli 2022**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Juli 2022**, terhitung sejak tanggal **01 Juli 2022 sampai dengan 25 Juli 2022** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan *early payment discount penalty 1%*** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 Juni 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 April 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Maret 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : July 4, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of July 2022**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission through E-mail for period of **July 2022**, starting from **July 1<sup>st</sup> 2022 until July 25<sup>th</sup> 2022** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application**. Furthermore, **please send the softcopy through e-mail at least on the same day as the hardcopy sent to us**.

We urge partners to send hardcopy and other supporting documents using postal services from PT Pos Indonesia. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 3, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020





## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 3 Juni 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Juni 2022 serta Pemberitahuan Alamat untuk Faktur Pajak yang ditujukan untuk CML, CRL, dan CGL**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Juni 2022**, terhitung sejak tanggal **02 Juni 2022 sampai dengan 24 Juni 2022** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Lebih lanjut, mengacu pada Peraturan Direktorat Jenderal Pajak terbaru nomor **PER-03/PJ/2022 Pasal 6 Ayat 6** tentang **Faktur Pajak**, alamat pembeli pada Faktur Pajak menggunakan alamat di mana BKP dan/atau JKP dikirim atau diserahkan. Lebih detail, rekanan dapat melihat "Contoh Kasus (A) Nomor 2" pada PER-03/PJ/2022.

Berdasarkan ketentuan tersebut, tidak ada perubahan nomor NPWP Pembeli yaitu tetap menggunakan NPWP Pusat, sebagai berikut:

- **Chevron Makassar Ltd. : 01.863.567.2.081.000**
- **Chevron Rapak Ltd. : 01.863.566.4-081.000**
- **Chevron Ganal Ltd. : 01.863.635.7-081.000**

Mohon diperhatikan alamat pada Faktur Pajak, **apabila BKP dan/atau JKP dikirim atau diserahkan ke kantor cabang, maka alamat yang dicantumkan pada Faktur Pajak adalah alamat kantor cabang**. Terlampir daftar entitas Chevron.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan *early payment discount penalty 1%*** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : June 3, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of June 2022 and CML, CRL, and CGL Address in Tax Invoice**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission through E-mail for period of **June 2022**, starting from **June 2<sup>nd</sup> 2022 until June 24<sup>th</sup> 2022** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application**. Furthermore, **please send the softcopy through e-mail at least on the same day as the hardcopy sent to us**.

We urge partners to send hardcopy and other supporting documents using postal services from PT Pos Indonesia. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Furthermore, referring to the new provision number PER-03/PJ/2022 Article 6 Point 6 about Tax Invoice, the buyer's address on the Tax Invoice uses the address where the taxable goods (BKP) and/or taxable services (JKP) delivered. For further details, vendors can refer to "Example Case (A) Number 2" in PER-03/PJ/2022.

Moreover, based on these provisions, there is no change in the Buyer's Tax ID Number (NPWP), namely still using the Central NPWP, detail as follows:

- Chevron Makassar Ltd. : 01.863.567.2.081.000
- Chevron Rapak Ltd. : 01.863.566.4-081.000
- Chevron Ganal Ltd. : 01.863.635.7-081.000.

Please note the address on the Tax Invoice, **if taxable goods (BKP) and/or taxable services (JKP) delivered to a branch office, the address stated on the Tax Invoice is the address of the branch office**. Attached is a list of Chevron entities.

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team



Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28,2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020
- list of Chevron entities



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 28 April 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Mei 2022 dan Pemberitahuan NPWP CPI**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Mei 2022**, terhitung sejak tanggal **09 Mei 2022 sampai dengan 25 Mei 2022** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, selama periode PPKM saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lebih lanjut, sehubungan dengan berakhirnya Kontrak Kerjasama Rokan dengan ini kami menyampaikan bahwa PT Chevron Pacific Indonesia ("CPI") sudah tidak memiliki kantor di Pekanbaru dan semua invoice dan tagihan harap dikirimkan ke alamat kantor Jakarta sebagai berikut:

Finance Logger Chevron IBU  
Sentral Senayan I, Lt.16  
Jl. Asia Afrika No.8  
Jakarta Pusat 10270

Sehubungan dengan hal di atas, kami sampaikan juga **invoice/tagihan untuk CPI terkait kontrak baru tahun 2022 mohon menggunakan NPWP Jakarta (01.308.508.9-081.000) pada Faktur Pajak**. Sedangkan untuk **tagihan terkait kontrak lama (late charges) mohon tetap menggunakan NPWP Pekanbaru (01.308.508.9-218.001)**. Terlampir daftar entitas Chevron.

Kami juga kembali menghimbau kepada para rekanan agar pengiriman *hardcopy* dan dokumen pendukung lainnya dilakukan sebisa mungkin dengan menggunakan jasa PT Pos Indonesia. Hal ini dilakukan semata-mata untuk menghindari adanya kerumunan akibat antrian penyampaian dokumen oleh kurir demi keselamatan dan kesehatan kita bersama.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team



Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 30 Maret 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : April 28, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of May 2022 and CPI Tax ID update**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission through E-mail for period of **May 2022**, starting from **May 9<sup>th</sup> 2022 until May 25<sup>th</sup> 2022** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which the Pdf file of the tax invoice generated directly from e-Faktur application**. Furthermore, **please send the softcopy through e-mail at least on the same day as the hardcopy sent to us**.

Furthermore, in connection with the expiration of the Rokan PSC, we hereby convey that PT Chevron Pacific Indonesia ("CPI") no longer has an office in Pekanbaru and all invoices must be sent to the Jakarta office address as follows:

Finance Logger Chevron IBU  
Sentral Senayan I, Lt.16  
Jl. Asia Afrika No.8  
Jakarta Pusat 10270

In connection with the above, please be informed that **CPI's invoices / billing related to the new contract for 2022 should use Jakarta Tax ID (01.308.508.9-081.000) on the Tax Invoice (Faktur Pajak)**. As for **invoice / billing related to old contracts (late charges) please continue to use the Pekanbaru Tax ID (01.308.508.9-218.001)**. Attached is the list of Chevron entities.

We urge partners to send hardcopy and other supporting documents using postal services from PT Pos Indonesia. This is done solely to avoid crowds due to queues for document submission by couriers for the sake of our safety and health together.

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021



- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 30 Maret 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode April 2022 dan Perubahan Tarif PPN**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **April 2022**, terhitung sejak tanggal **01 April 2022 sampai dengan 25 April 2022** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, selama periode PPKM saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Lebih lanjut, sesuai dengan Undang-Undang No. 7 Tahun 2021 tentang Harmonisasi Peraturan Perpajakan ("UU HPP"), terdapat perubahan tarif Pajak Pertambahan Nilai (PPN) yang sebelumnya 10% menjadi 11% berlaku efektif tanggal **1 April 2022**.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

### Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 25 Februari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020





- Memo Hibauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : March 30, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of April 2022 and VAT Rate Adjustment**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission thru E-mail for period of **April 2022**, starting from **April 1<sup>st</sup> 2022 until April 25<sup>th</sup> 2022** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which are Pdf file of tax invoice that directly generated from e-Faktur application.** Furthermore, **please send the softcopy thru email at least on the same day as the hardcopy sent to us.**

Furthermore, in accordance with the 2021 Harmonization of Tax Regulations Law No. 7 ("UU HPP"), value-added tax (VAT) rate will be increased from 10% to 11%, effective **April 1, 2022.**

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 25, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 25 Februari 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Maret 2022**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Maret 2022**, terhitung sejak tanggal **01 Maret 2022 sampai dengan 25 Maret 2022** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, selama periode PPKM saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
Finance Manager

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Januari 2022
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : February 25, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of March 2022**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission thru E-mail for period of **March 2022**, starting from **March 1<sup>st</sup> 2022 until March 25<sup>th</sup> 2022** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which are Pdf file of tax invoice that directly generated from e-Faktur application.** Furthermore, **please send the softcopy thru email at least on the same day as the hardcopy sent to us.**

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated January 28, 2022
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 28 Januari 2022  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Februari 2022**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Februari 2022**, terhitung sejak tanggal **02 Februari 2022 sampai dengan 25 Februari 2022** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, selama periode PPKM saat ini tim kami lebih banyak memproses dokumen *softcopy* daripada dokumen *hardcopy*. Oleh karena itu, kami mohon kerjasamanya untuk **mengirimkan faktur pajak asli melalui email, yaitu file Pdf faktur pajak yang di-generate langsung dari aplikasi e-Faktur**. Mohon untuk **mengirimkan softcopy invoice melalui email setidaknya pada hari yang sama pada saat hardcopy dikirimkan** untuk memperlancar proses pembayaran.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 3 November 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbuan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : January 28, 2022  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of February 2022**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission thru E-mail for period of **February 2022**, starting from **February 2<sup>nd</sup> 2022 until February 25<sup>th</sup> 2022** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to **submit original tax invoices by email, which are Pdf file of tax invoice that directly generated from e-Faktur application.** Furthermore, **please send the softcopy thru email at least on the same day as the hardcopy sent to us.**

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 3, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
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- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 3 November 2021  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode November 2021**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **November 2021**, terhitung sejak tanggal **01 November 2021 sampai dengan 25 November 2021** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Selanjutnya, selama periode PPKM saat ini tim kami lebih banyak memproses dokumen soft copy daripada dokumen hard copy. Oleh karena itu, kami mohon kerjasamanya untuk mengirimkan faktur pajak asli melalui *email*, yaitu *file Pdf* faktur pajak yang di-*generate* langsung dari aplikasi e-Faktur.

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

### Tarmuji

#### **Finance Manager**

#### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan *early payment discount penalty 1%*** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

#### Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 1 Oktober 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbuan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : November 3, 2021  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of November 2021**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission thru E-mail for period of **November 2021**, starting from **November 1<sup>st</sup> 2021 until November 25<sup>th</sup> 2021** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Further, during the current PPKM period, our team is mostly processing soft copy documents rather than hard copy documents. Therefore, we kindly ask for your cooperation to submit original tax invoices by email, which are Pdf file of tax invoice that directly generated from e-Faktur application.

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 1, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28,2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020





## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 1 Oktober 2021  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Oktober 2021**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat (PPKM) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Oktober 2021**, terhitung sejak tanggal **01 Oktober 2021 sampai dengan 25 Oktober 2021** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.

**Tarmuji**  
**Finance Manager**

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

### Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 September 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbuan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : October 1, 2021  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of October 2021**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission thru E-mail for period of **October 2021**, starting from **October 1<sup>st</sup> 2021 until October 25<sup>th</sup> 2021** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 6, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated November 27, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 27, 2020
- Memorandum of format adjustment "tax invoice" to E-Faktur dated Oct 05, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 28, 2020
- Memorandum related Tax Invoice replacement with code 031 dated August 04, 2020
- Memorandum related hardcopy invoice sending to Chevron Indonesia dated July 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated June 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 28, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 29, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 13, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020

## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 6 September 2021  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode September 2021**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat Darurat (PPKM Darurat) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **September 2021**, terhitung sejak tanggal **01 September 2021 sampai dengan 24 September 2021** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.



**Tarmuji**  
**Finance Manager**

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

### Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
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- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020



## Memorandum

To : All Chevron Vendors  
From : Finance Manager  
Date : September 6, 2021  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of September 2021**

In relation to Emergency Restriction of Community Activity Policy to minimize the spread of Covid-19, We convey that Chevron extend the incoming invoice/billing submission thru E-mail for period of **September 2021**, starting from **September 1<sup>st</sup> 2021 until September 24<sup>th</sup> 2021** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Thus, the notification is informed, thank you for your attention and cooperation.

**Tarmuji**  
**Finance Manager**

Note:

For vendors who request payment acceleration, must attach payment acceleration with early payment 1% discount penalty letter along with invoice and its supporting documents in the E-mail and in the hardcopy of the original invoice.

Source: Tax Team

Attachment:

- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 03, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 30, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated February 01, 2021
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2020
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- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 26, 2020
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated March 17, 2020

## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Manager Financial Services  
Tanggal : 29 Juli 2021  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Agustus 2021**

Sehubungan dengan berlakunya kebijakan Pemberlakuan Pembatasan Kegiatan Masyarakat Darurat (PPKM Darurat) terkait antisipasi penyebaran COVID-19, maka dengan ini kami sampaikan bahwa Chevron Indonesia kembali memperpanjang kebijakan penerimaan invoice melalui E-mail untuk periode **Agustus 2021**, terhitung sejak tanggal **02 Agustus 2021 sampai dengan 25 Agustus 2021** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Demikian pemberitahuan di atas kami sampaikan, atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terima kasih.



**Pieter Pada**  
Manager Financial Services

### Catatan:

Untuk Rekanan yang mengajukan percepatan pembayaran **wajib melampirkan surat permintaan percepatan dengan early payment discount penalty 1%** di dalam pengiriman invoice beserta dokumen pendukung didalam *E-mail* pengiriman dan disampaikan juga dalam amplop pengiriman invoice asli.

Source: Tax Team

### Lampiran:

- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Juli 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 03 Mei 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Maret 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 01 Februari 2021
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 November 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 Oktober 2020
- Memo Penyesuaian Format "Referensi Faktur" Pada E-faktur Pajak tanggal 05 Oktober 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 September 2020
- Memo Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031 tanggal 04 Agustus 2020
- Memo Himbauan Terkait Pengiriman Hardcopy Invoice/Tagihan kepada Chevron Indonesia 28 Juli 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 Juni 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Mei 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 29 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 13 April 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 26 Maret 2020
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 17 Maret 2020



# Pemberitahuan

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Tax Manager  
Tanggal : 05 Oktober 2020  
Perihal : **Penyesuaian Format “Referensi Faktur” Pada E-Faktur Pajak**

Sehubungan dengan instruksi Direktorat Jenderal Pajak untuk penerapan *Electronic* Bukti Potong (*E-Bupot*), kami sampaikan hal-hal sebagai berikut;

1. Terdapat penyesuaian format “Referensi Faktur” pada E-Faktur Pajak:

## **sebelumnya**

- a. Nomor Kontrak (tanpa menggunakan awalan C atau CW, hanya angka/bilangan dari nomor kontraknya saja).
- b. Nomor Invoice (tanpa menggunakan tanda baca seperti: “ / ”, “ - “, “ # ”, “<”, “>”, “ . ” dan lain sebagainya).
- c. Jenis Mata Uang (pilih salah satu dari mata uang dibawah).
- d. Jumlah Tagihan Invoice (menggunakan format “,” bukan “.” sebagai pemisah bilangan didalam jumlah sedangkan untuk bilangan desimal menggunakan “.”)

Contoh : **12345;INV5678;IDR/USD/NOK/GBP/JPY;1,234,567.89**

## **menjadi**

- a. Nomor Kontrak (tanpa menggunakan awalan C atau CW, hanya angka/bilangan dari nomor kontraknya saja).
- b. Nomor Invoice (tanpa menggunakan tanda baca seperti: “ / ”, “ - “, “ # ”, “<”, “>”, “ . ” dan lain sebagainya).
- c. Jenis Mata Uang (pilih salah satu dari mata uang dibawah).
- d. Jumlah Tagihan Invoice (menggunakan format “,” bukan “.” sebagai pemisah bilangan didalam jumlah sedangkan untuk bilangan desimal menggunakan “.”)
- e. Kepemilikan SKB, apabila memiliki SKB maka perlu dicantumkan Y, dan apabila tidak memiliki SKB maka tidak perlu menuliskan apapun.
- f. Format pencantuman nomor SKB = KEP/xxxxx/POTPUT/WPJ.xx/KP.xx/xxxx.
- g. Masa berlaku berakhirnya SKB dengan format dd/mm/yyyy.

Contoh :

- Apabila memiliki SKB dengan masa berlaku sampai dengan 31 Desember 2020, berikut “Referensi Faktur” yang digunakan :

**12345;INV5678;IDR/USD/NOK/GBP/JPY;1,234,567.89;Y;KEP/xxxxx/POTPUT  
/WPJ.xx/KP.xx/xxxx;31/12/2020**

- Apabila tidak memiliki memiliki SKB, berikut “Referensi Faktur” yang digunakan :

**12345;INV5678;IDR/USD/NOK/GBP/JPY;1,234,567.89**

2. Surat Keterangan Bebas (SKB) Pemotongan dan/atau Pemungutan PPh 23 yang dimaksud dalam memo ini **tidak termasuk Surat Keterangan Memenuhi Kriteria sebagai Wajib Pajak berdasarkan Peraturan Pemerintah No 23 tahun 2018.**
3. Penyesuaian format “Referensi Faktur” akan **mulai** diterapkan untuk penerimaan invoice **Bulan Oktober 2020**. Penggunaan format “Referensi Faktur” lama masih dapat diperkenankan untuk digunakan sampai dengan tanggal **13 Oktober 2020**.
4. Apabila setelah tanggal **13 Oktober 2020** rekanan masih menggunakan format lama, maka dengan berat hati kami akan menganggap rekanan **tidak memiliki SKB**.

Atas perhatian dan kerjasamanya kami ucapkan terima kasih.



**Villia Simon**  
**Tax Manager**

Source  
Fengky, Nanda, Ricki

Lampiran :  
Memo Pengaturan format “Referensi Faktur” pada E-Faktur Pajak tanggal 12 Juli 2017



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Tax Manager  
Tanggal : 04 Agustus 2020  
Hal : **Ketentuan Terkait Penerimaan Faktur Pajak Pengganti Kode 031**

Kami ingin menyampaikan bahwa terkait penerbitan Faktur Pajak (FP) Pengganti kode 031 dari Rekanan kepada Chevron Indonesia, kami hanya akan memproses tagihan dengan FP Pengganti kode 031 tersebut apabila FP Normal kode 030 atas transaksi terkait diterbitkan dalam Masa Pajak yang sama. Dengan kata lain apabila ada kesalahan dalam pengisian FP yang menyebabkan FP dikembalikan oleh Logger, maka FP Pengganti harus diterbitkan segera dalam Masa Pajak yang sama. Pada saat penyerahan Faktur Pajak Pengganti (kode 031) Faktur Pajak normal wajib dilampirkan.

Apabila terdapat FP Normal namun **FP Pengganti diterbitkan di bulan berikutnya maka tagihan tidak dapat diproses lebih lanjut**. Oleh karena itu, untuk menghindari hal tersebut kami mohon kerjasamanya agar penerbitan FP oleh Rekanan memperhatikan ketentuan penerbitan Faktur Pajak sebagaimana merujuk pada ketentuan terlampir. Untuk nama dan alamat entitas Chevron yang terbaru dapat merujuk pada daftar terlampir.

Demikian pemberitahuan ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

*Fa* **Villia Simon**  
Tax Manager

Source: Widyastuti/Fengky Ardjito

Lampiran:

- Memo Pengaturan Format “referensi faktur” pada E-Faktur Pajak
- Daftar Alamat Penagihan untuk Entitas Chevron Indonesia





# Pemberitahuan

Kepada : Seluruh Rekanan Chevron Indonesia - IBU Chevron  
Dari : Tax Manager  
Tanggal : 12 Juli 2017  
Perihal : **Pengaturan Format “Referensi Faktur” Pada E-Faktur Pajak**

Dalam rangka memperlancar proses penerimaan dan pencatatan invoice yang tagihannya di alamatkan ke Chevron di Indonesia, dengan ini disampaikan bahwa Chevron akan mengimplementasi penggunaan scanner QR (QR Code) sejak **15 Juli 2017**. Untuk itu kami sangat mengharapkan kerja sama dari seluruh rekanan Chevron Indonesia agar dapat menyerahkan E-faktur pajak dengan mengatur “referensi faktur” pada menu faktur pajak keluaran dengan format dan urutan sebagai berikut:

1. Nomor Kontrak (tanpa menggunakan awalan C atau CW, hanya angka/bilangan dari nomor kontraknya saja)
2. Nomor Invoice (tanpa menggunakan tanda baca seperti: “ / ”, “ - ”, “ # ”, “ < ”, “ > ”, “ . ” dan lain sebagainya)
3. Jenis Mata Uang (pilih salah satu dari mata uang dibawah)
4. Jumlah Tagihan Invoice (menggunakan format “,” bukan “.” sebagai pemisah bilangan didalam jumlah sedangkan untuk bilangan desimal menggunakan “.”)

Informasi tersebut di atas dalam penulisannya dipisahkan dengan tanda baca: “**titik koma ( ; )**” sebagaimana contoh dibawah:

**12345;INV5678;IDR/USD/NOK/GBP/JPY;1,234,567.89**

Pada proses sebelumnya, rekanan Chevron Indonesia tidak memiliki kewajiban dalam hal penulisan “referensi faktur” sesuai format di atas dalam penyerahan E-faktur pajak pada saat menyampaikan invoice kepada logger Chevron, namun seiring dengan diterapkannya QR Code didalam proses kami, maka mohon kerjasamanya agar dapat menyesuaikan penulisan “referensi faktur” sesuai dengan format di atas. **Sejak tanggal 15 Juli 2017 sampai dengan 31 Oktober 2017 Chevron masih dapat mengakomodir apabila di dalam penulisan “referensi faktur” masih tidak sesuai dengan format di atas, namun setelah periode tersebut Chevron dengan berat hati akan mengembalikan dan meminta rekanan untuk memperbaiki E-faktur pajak untuk menyesuaikan dengan format penulisan “referensi faktur” seperti diatas sebelum menerima invoice terkait.**

Sebagai referensi berikut kami lampirkan contoh penulisan “referensi faktur” yang sesuai dengan format di atas.

Atas perhatian dan kerjasamanya kami ucapkan terima kasih.

  
**Villia Simon**  
Tax Manager



## Faktur Pajak

Kode dan Nomor Seri Faktur Pajak : 030 030-17.00000002		
Pengusaha Kena Pajak		
Nama : Alamat : NPWP :		
Pembeli Barang Kena Pajak / Penerima Jasa Kena Pajak		
Nama : Alamat : NPWP :		
No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Penggantian/Uang Muka/Termin
1	Barang/Jasa Kena Pajak Rp 10.000.000 x 1	10.000.000,00
Harga Jual / Penggantian		10.000.000,00
Dikurangi Potongan Harga		0,00
Dikurangi Uang Muka		0,00
Dasar Pengenaan Pajak		10.000.000,00
PPN = 10% x Dasar Pengenaan Pajak		1.000.000,00
Total PPnBM (Pajak Penjualan Barang Mewah)		0,00

Sesuai dengan ketentuan yang berlaku, Direktorat Jenderal Pajak mengatur bahwa Faktur Pajak ini telah ditandatangani secara elektronik sehingga tidak diperlukan tanda tangan basah pada Faktur Pajak ini.

JAKARTA PUSAT, 07 Juli 2017



1433998,INV5678,USD,769 23

DIREKTUR



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Tax Manager  
Tanggal : 26 Maret 2020  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)***

Sehubungan dengan himbauan Pemerintah terkait antisipasi penyebaran COVID-19 maka dengan ini kami sampaikan bahwa Chevron Indonesia memperpanjang kebijakan untuk penerimaan invoice bulan **April 2020**, terhitung sejak tanggal **01 April 2020 sampai dengan 14 April 2020**. Penerimaan invoice akan beralih menggunakan layanan *e-mail terlebih dahulu* yang kemudian disertai dengan pengiriman melalui pos/kurir tercatat. **Tanggal penerimaan invoice yang kami gunakan sebagai tanggal tanda terima adalah tanggal scan invoice beserta dokumen pendukungnya diterima secara benar dan lengkap setelah direview oleh Finance Logger kami.**

Untuk tetap dapat diproses lebih lanjut oleh *finance* Chevron, *original Invoice* dan dokumen pendukung lainnya **tetap wajib** dikirimkan juga dalam bentuk *hardcopy* melalui kurir atau POS tercatat dengan mencantumkan kode :

- EM\_tanggal dikirimkannya *e-mail* kepada *Finance Logger* (contoh KODE adalah: "EM\_01" untuk pengiriman invoice beserta dokumen pendukung yang dikirimkan melalui *e-mail* pada tanggal 01 April 2020.
- Kode tersebut harap dicantumkan pada posisi pojok kanan atas amplop surat

Ketentuan terkait format dan alamat pengiriman masih sama merujuk pada memo sebelumnya. Atas perhatian dan kerjasama seluruh rekanan, kami ucapkan terimakasih.

**Villia Simon**  
**Tax Manager**

Source: Widyastuti/Fengky Ardjito



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Tax Manager  
Tanggal : 17 Maret 2020  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)***

Sehubungan dengan antisipasi penyebaran COVID-19 maka dengan ini kami informasikan bahwa untuk penerimaan invoice bulan Maret 2020, terhitung sejak tanggal **18 Maret 2020** sampai dengan tanggal **24 Maret 2020**, maka Chevron Indonesia untuk sementara waktu tidak dapat menerima *Invoice* beserta dokumen pendukung lainnya secara langsung melalui *Finance Logger* di kantor Chevron Jakarta. Penerimaan invoice akan beralih menggunakan layanan *email* yang disertai pengiriman melalui pos/kurir. **Tanggal penerimaan invoice yang kami gunakan sebagai tanggal tanda terima adalah tanggal scan invoice beserta dokumen pendukungnya diterima secara benar dan lengkap setelah direview oleh *Finance Logger* kami.**

Untuk tetap dapat diproses lebih lanjut oleh *finance* Chevron, *original Invoice* dan dokumen pendukung lainnya **tetap wajib** dikirimkan juga dalam bentuk *hardcopy* melalui kurir atau POS tercatat dengan alamat:

Finance Logger  
Sentral Senayan I, Lt.11  
Jl. Asia Afrika No.8  
Jakarta Pusat 10270

*E-mail* sebagaimana dimaksud diatas ditujukan kepada [IBUfinancelogger\\_202@chevron.com](mailto:IBUfinancelogger_202@chevron.com) dengan ketentuan sebagai berikut:

1. *Subject e-mail*  
Nama rekanan \_ nomor invoice (contoh : PT ABC\_256abc)
2. Isi dari *e-mail*  
Berikut adalah format yang *e-mail*:

**Dear Chevron Finance Logger,**

**Berikut kami lampirkan *scan invoice* beserta *supporting document* dan mohon dapat diterima dengan baik. Apabila ada pertanyaan lebih lanjut mohon menghubungi :**

  - a. Nama PIC
  - b. Alamat email vendor dan,
  - c. Nomor telepon yang bisa dihubungi
3. Dokumen yang wajib dilampirkan dalam email:
  - a. Scan invoice dan dokumen pendukung diberikan dalam bentuk PDF file dengan ukuran maksimal 5 Mb.
  - b. Bukti pengiriman lewat pos/kurir.
4. Sangat disarankan untuk scan Faktur Pajak menggunakan resolusi 300 dpi atau setara dengan itu agar dapat terbaca oleh QR scanner.



5. Satu *e-mail* dikirimkan untuk satu nomor invoice.
6. *E-mail* yang diterima setelah jam 14.30 WIB akan diproses di hari kerja berikutnya.

Chevron akan mengirimkan *automatic reply* bahwa *e-mail* yang dikirimkan oleh rekanan sudah diterima, dan apabila ada pertanyaan terkait invoice maka *Finance Logger* akan menghubungi rekanan terkait.

Atas perhatian dan kerjasama Saudara, kami ucapkan terimakasih.

A handwritten signature in blue ink is written over a logo. The logo features the Chevron chevron shape with the word 'Chevron' in blue text above it. Below the signature, the name 'Villia Simon' and the title 'Tax Manager' are printed in black text.

**Villia Simon**  
Tax Manager

Source: Widyastuti/Fengky Ardjito