



PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia
Dari : Finance Manager
Tanggal : 29 Oktober 2025
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode November 2025**

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)** untuk periode **November 2025**, terhitung sejak tanggal **1 November 2025 sampai dengan 25 November 2025** sesuai dengan prosedur penerimaan invoice dalam memo-memo yang telah kami keluarkan sebelumnya (terlampir).

Hingga 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 kenaikan tarif PPN dari **10% (sepuluh persen)** menjadi **11% (sebelas persen)** yang mulai berlaku pada tanggal 1 April 2022 dan **menjadi 12% (dua belas persen)** yang mulai berlaku paling lambat pada tanggal **1 Januari 2025**.

Berdasarkan PMK-131 Tahun 2024 untuk transaksi selain Barang Kena Pajak yang tergolong mewah berupa kendaraan bermotor dan selain kendaraan bermotor yang dikenai pajak penjualan atas barang mewah sesuai dengan ketentuan peraturan perundang-undangan di bidang perpajakan, dikenakan tarif PPN sebesar **12% (dua belas persen)** dengan **Dasar Pengenaan Pajak (DPP) berupa nilai lain**. Nilai lain yang dimaksud dihitung sebesar **11/12** dari nilai impor, harga jual, atau penggantian. Peraturan ini mulai berlaku pada tanggal 1 Januari 2025.

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

Senior Manager, Finance - BPF - Indonesia

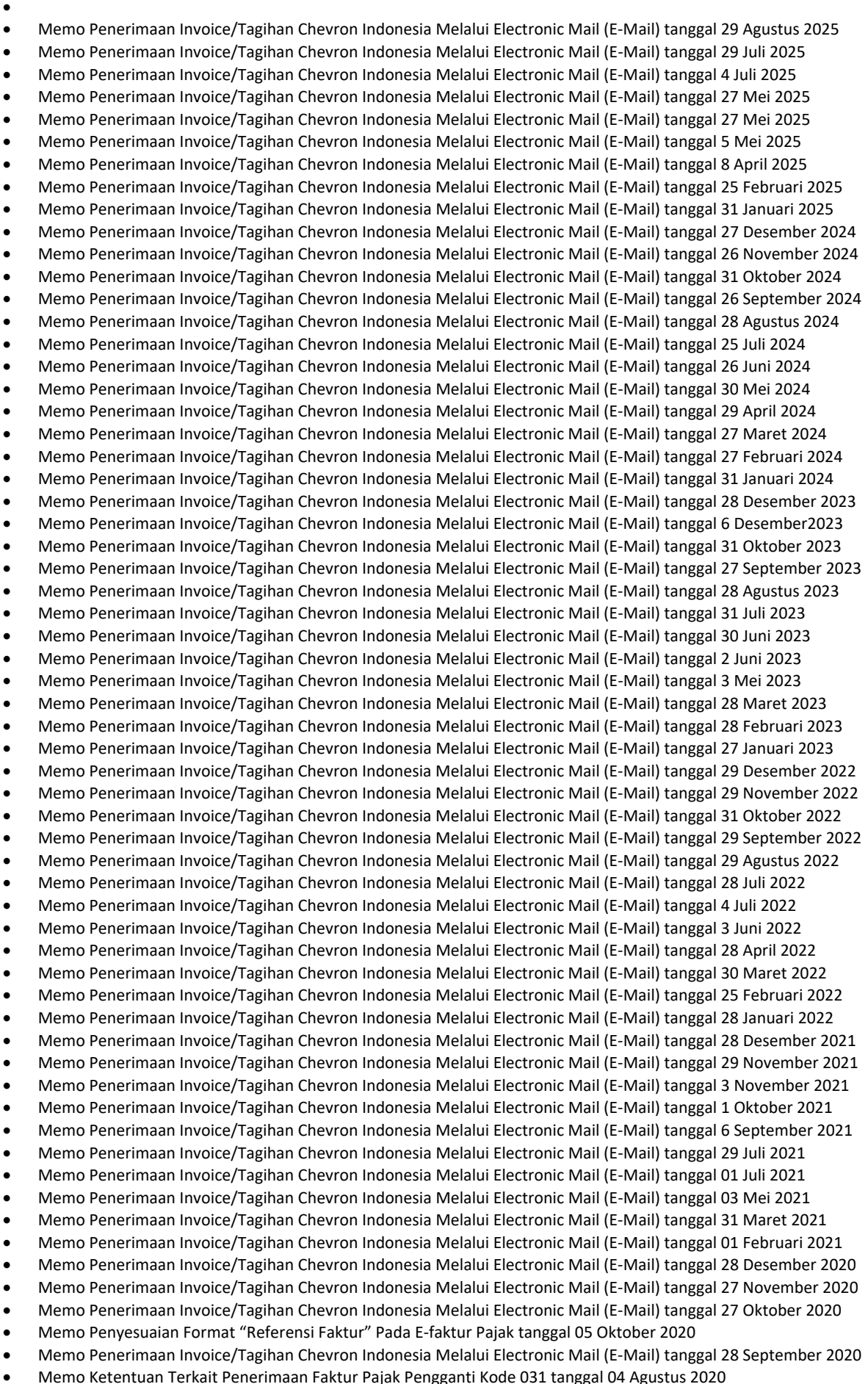
Catatan:

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 September 2025





- 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 29, 2025
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of November 2025**

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) for period of **November 2025**, starting from **November 1st 2025 until November 25th 2025** in accordance with incoming invoice procedure (Memo) that we have issued previously (attached).

Currently our team 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, in accordance with the 2021 Harmonization of Tax Regulations Law No. 7 ("UU HPP"), value added tax (VAT) rate will be increased from **10% (ten percent)** to **11% (eleven percent)** effective April 1, 2022 and will increase to **12% (twelve percent)** starting efectively at the latest from **January 1, 2025**.

Based on PMK-131 of 2024 for transactions other than Taxable Goods classified as luxury goods in the form of motor vehicles and other than motor vehicles subject to luxury goods sales tax in accordance with the provisions of laws and regulations in the field of taxation, a VAT rate of **12% (twelve percent)** is imposed with a **Taxable Base (DPP) in the form of other values**. The **other values** referred to are calculated at **11/12** of the import value, selling price, or substitute. This regulation comes into effect on January 1, 2025.

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
Senior Manager, Finance - BPF - Indonesia

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 30, 2025
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated August 29, 2025
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 29, 2025
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated July 4, 2025
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 27, 2025
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated May 5, 2025
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated April 8, 2025

