



## PEMBERITAHUAN

Kepada : Seluruh Rekanan Chevron Indonesia  
Dari : Finance Manager  
Tanggal : 27 Februari 2024  
Hal : **Penerimaan Invoice/Tagihan Chevron Indonesia Melalui *Electronic Mail (E-Mail)* Periode Maret 2024**

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 ([BUfinancelogger\\_202@chevron.com](mailto:BUfinancelogger_202@chevron.com))** untuk periode **Maret 2024**, terhitung sejak tanggal **01 Maret 2024** sampai dengan **25 Maret 2024** 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 31 Januari 2024
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 28 Desember 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 6 Desember 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 31 Oktober 2023
- Memo Penerimaan Invoice/Tagihan Chevron Indonesia Melalui Electronic Mail (E-Mail) tanggal 27 September 2023
- 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
- 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 27, 2024  
Subject : **Incoming Invoice/Billing Chevron Indonesia thru Electronic Mail (E-Mail) Period of March 2024**

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 **March 2024**, starting from **March 1<sup>st</sup> 2024 until March 25<sup>th</sup> 2024** 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 31, 2024
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 28, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated December 6, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated October 31, 2023
- Memorandum of incoming invoice/billing Chevron Indonesia thru Electronic Mail (E-Mail) dated September 27, 2023
- 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
- 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