

Any goods or services that are directly related to the flights will be managed through our iDOC solution where all requirements are managed through the flight schedule and associated loading.

Suppliers of these goods and services will not receive a purchase order in relation to the specific requirements and will provide goods and services in line with the flight schedules and processes defined in the contract.

The invoice submission process varies depending on the type of goods or service provided.

Invoice Submission Process for Direct Operating Cost (DOC): Fuel

All JET-A1 fuel related invoices are to be submitted to ekfuelinv@emirates.com and the corresponding xml files dropped into our SFTP server for the interface of flight level information.

For any other fuel related invoices related to other services such as EK Engineering, EFTA, other type of fuel supplies- please submit to ho.ap@emirates.com

Mailbox Submission Instructions

1. Invoice to be sent in a clear pdf file format and not > than 2MB
2. Only one invoice per pdf file.
3. The file should be saved with the invoice no, suffixed with the 'INV' and inv no., e.g. 'INV1234'
4. The Invoice PDF name must NOT be saved with special characters. Eg (-, _ / & ' , ' . :)
5. Supplier name & invoice number should be mentioned in the subject field for easy reference.
6. Invoices must be submitted within 3 working days of the date of the invoice.
7. When sending the email please ask for a delivery and read receipt through your email service provider. (e.g. Microsoft Outlook) and for SFTP server, please look for file transfer success message at the time of submission.

Invoice Structure

- Invoice Number
- Invoice Date
- Invoice Currency
- Invoice Amount (unit cost, number of pieces and total amount)
- Amount /quantity billed should be equal to qty supplied as per delivery receipts.
- VAT registration number.
- Excise Tax registration number (if applicable)
- Excise Tax Designated Zone registration number (if applicable)
- Any other requirements or particulars as required by any law, regulations, circulars or guidelines issued by the Government of the United Arab Emirates (including VAT Law and Excise Tax Law).

Mailbox for Payment queries: acctpay3@emirates.com