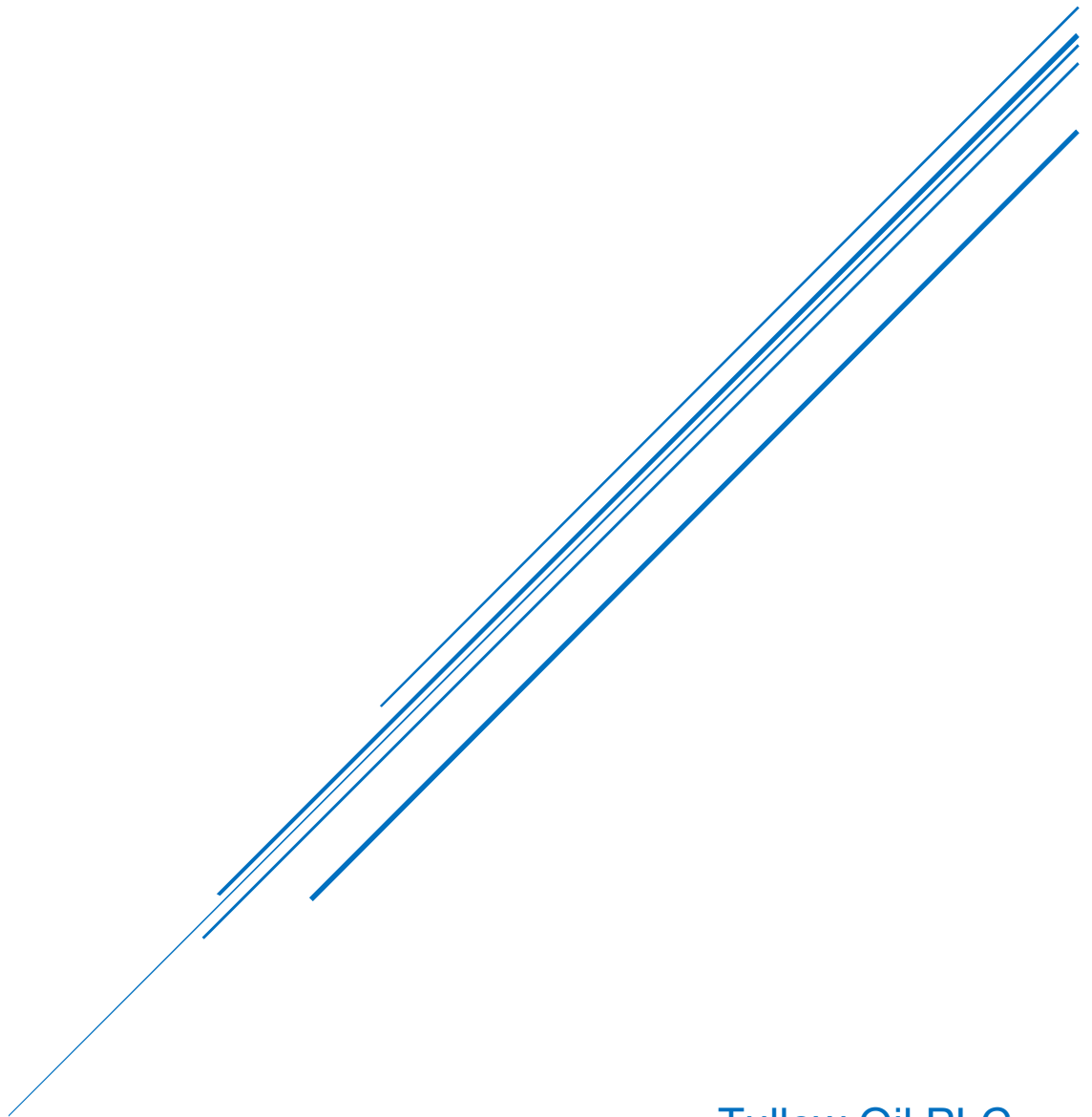


Local Content Reporting Ghana

Information Pack



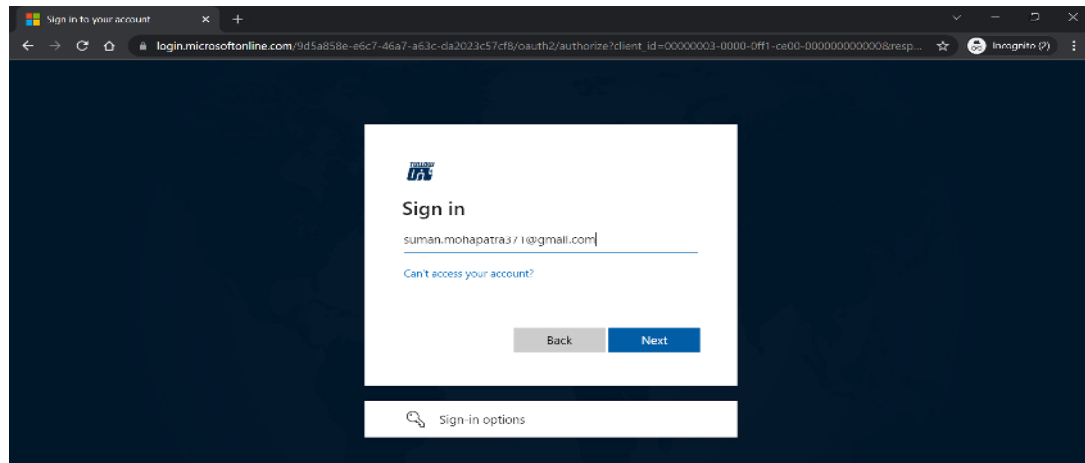
Tullow Oil PLC

Contents

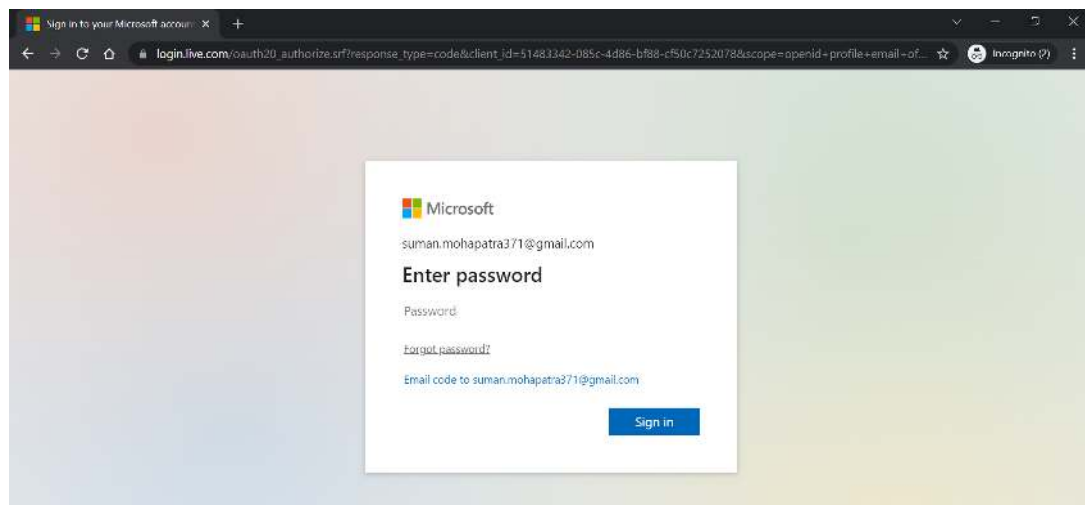
1. Supplier Access Instructions:	2
2. Initiating the Local Content Report Details:	6
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1. Supplier Access Instructions:

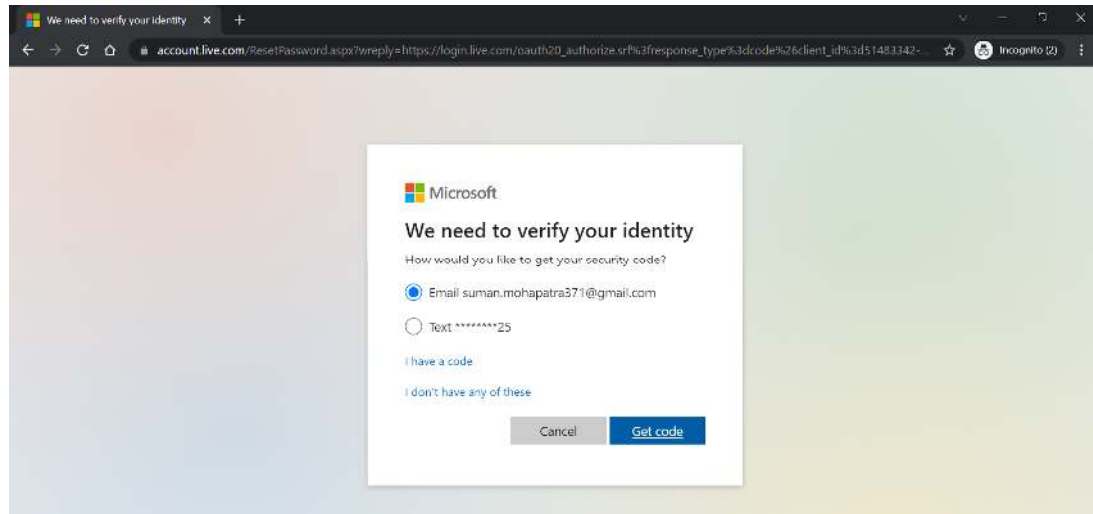
1. Open the link <https://tulloil.sharepoint.com/sites/LCRGhanaEXT> in **Incognito mode**.
2. You will be prompted to enter your login ID. Please enter your own login ID, for example: aamoah@***.com



3. For the first time, it would prompt to enter the password. Click on **forgot Password**.



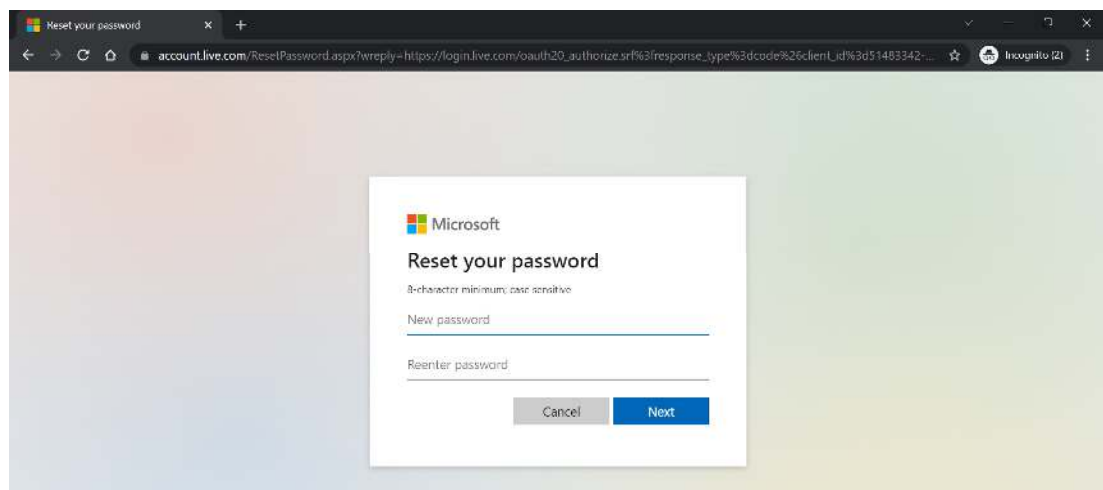
4. For the first time, it would prompt to enter the password. Choose the appropriate method to receive one-time **security Code**, preferably **email ID**. Click on **Get Code**.

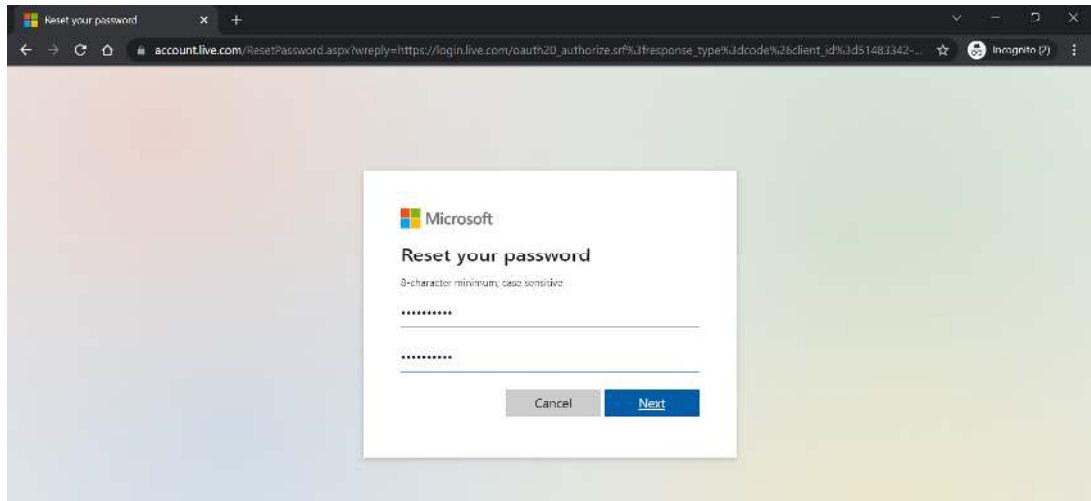


5. Enter the code received, in your mailbox (for example aamoah@***.com), in the Next screen prompted.
6. Set up a new password for your account and provide the same in the **Reenter Password**. Click on **Next**. For example, **LCRGhana@2021**.

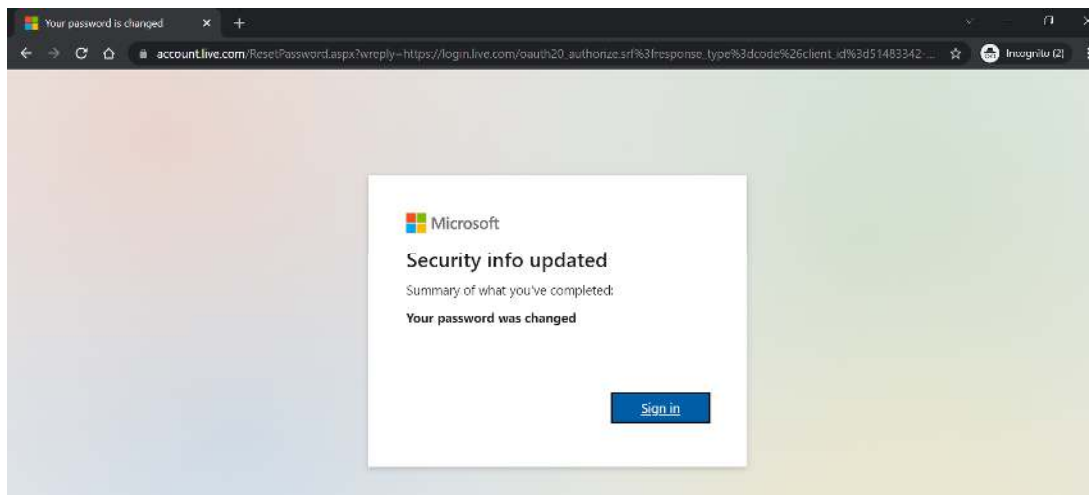
Note : This password will only be set to access the Tullow domain site:

<https://tullowoil.sharepoint.com/sites/LCRGhanaEXT>



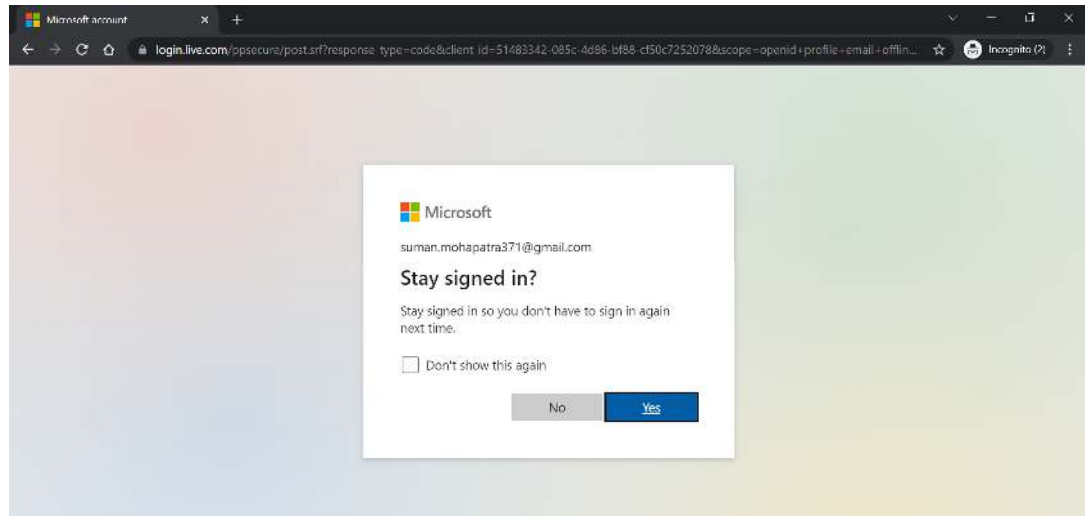


7. After your password is set properly, you will receive a similar prompt shown below.

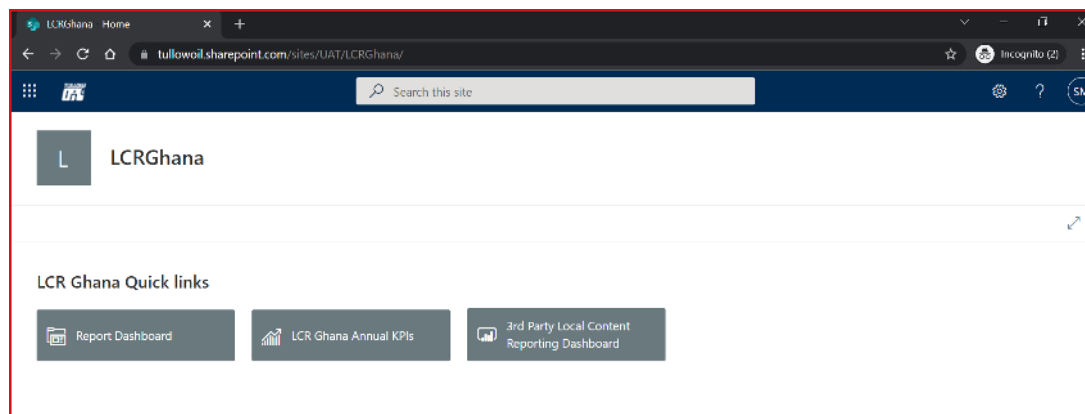


8. Click on **yes** if prompted for **Stay Signed In**.

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9. You should be able to view below LCR_Ghana application screen after successfully logged in.



10. Now the Same credentials (ID and Password) can be used next time while trying to access the application URL (<https://tulloil.sharepoint.com/sites/LCRGhanaEXT>).

2. Initiating the Local Content Report Details:

User Role: Supplier Initiator

Report Status: Draft

Goods And Services:

Fill up the supplier Details, for example Actual spend in the respective quarter, Contract values, LI category, etc for the reporting period.

New suppliers can be added to the **Goods and Services** Section by clicking on the '+' Icon.

Note: The suppliers from the previous reporting period get copied across to the next report until the Contract Period Ends.



Any rows added in the current quarter can be deleted by clicking the icon on the corresponding row.

Name Of Supplier	Description of goods/services	LI Category	Supplier Type	Contract Value (\$)	Actual Spend for this Reporting Period (\$)	Cumulative Spend across contract period (\$)	Cumulative Spend across contract period (%)
✓ Trellidor Ghana Ltd	✓ Spares for GTG	✓ Well drilling services	✓ International	✓ 9,000	✓ 300	900.00	10.00
✓ Jospon Towers Ltd	✓ PPEs for 3rd & 4th quarter 2021	✓ Well drilling services	✓ IND	✓ 1,000	✓ 60	180.00	18.00
	*	*	*	*	*	0.00	0.00
Total						1080.00	

People Data:

Update the Employment and training details of the contract.

New trainee can be added to the **Training** Section by clicking on the '+' Icon.

Employment						
Nationality	Management	Technical Staff	Other (support function)	Temporary staff (eg consultants/contract staff)	Total	Cumu. Total Across Nationality
National	20	20	20	20	80	80
Expatriate	5	5	4	5	19	19
Total	25	25	24	25	99	99

Training					
Trainee Name	Role Description	Training Category	Training Hours	Expenditure (\$)	Cumu. Expense Across Training Ctrgy (\$)
Kofi Baah	Q4-2021 Trainee	Non-Technical	15	900	900
			0	0	0
Total			15	900	900

For updating any of the existing data for employment and Training **click** on the cell to make it editable.

Employment						
Nationality	Management	Technical Staff	Other (support function)	Temporary staff (eg consultants/contract staff)	Total	Cumu. Total Across Nationality
National	20	20	20	20	80	80
Expatriate	5	5	4	5	19	19
Total	25	25	24	25	99	99

Sustainability and Social Performance:

Fill up the expenditure details against different sections like Physical Assets and Capital Investment, Social Investment, Banking, Insurance, Legal Services, Tax and Other investments related to the contract in the reporting quarter.

Physical Assets and Capital Investments:

Any Investment in facilities, plant and equipment including office building, machine shop, warehouse, etc.

Investment in the same asset category can be added by clicking on the '+' Icon and selecting the appropriate assets category from the dropdown.

Social Investments:

Any investment in Health, Education, Enterprise Development, Others

- Health: Investments in community CHPS health compounds, renovation of health centers, beach cleaning in Western Region, etc
- Education: Emergency oil response training, Provision of equipment for universities, Renovation of educational institutions, Stem Education, Educational support to communities, etc.
- Enterprise Development: Alternative livelihood projects for fishermen, Piggery project, Cassava Project in communities, etc

Investment in the same social investment category can be added by clicking on the '+' Icon and selecting the appropriate Social Inv. category from the dropdown.

Banking and financial services:

Financial services provided by banks and other financial institutions located in Ghana e.g. forex trading, invoice discounting, bank guarantees, bonds, other.

Legal services:

Legal services provided by law firms located in Ghana.

Insurance services

Insurance services provided by insurance firms and brokers located in Ghana – e.g. health insurance, vehicle insurance, life insurance, other

Taxes

Taxes paid in Ghana e.g. corporate, customs duty, other.

Sustainability & Social Performance : Q4-2021					
Physical assets and Capital investments					
** Investment in facilities, plant and equipment including office building, machine shop, warehouse, etc.					
Phy. Assets Category **	Investment Description	Location	Expenditure (\$)	Cumu Expense across Asset Ctrgy for Curr Qtr (\$)	Cumu. Expense across Asset Ctrgy during Contract Period (\$)
Select Phy. Assets C.					
Facilities	Warehouse and Base station	Takoradi	50000	50,000	50,000
Machinery	Forklift	Tema	15000	15,000	15,000
Other Physical Assets	Building	Takoradi	5400	5,400	5,400
Total			70,400		

Social Investments					
** Social investment - Will have Health, Education, Enterprise Development, Others					
• Health: Investments in community CHPS health compounds, renovation of health centres, beach cleaning in Western Region, etc					
• Education: Emergency oil response training, Provision of equipment for universities, Renovation of educational institutions, Stem Education, Educational support to communities, etc.					
• Enterprise Development : Alternative livelihood projects for fishermen, Piggery project, Cassava Project in communities, etc					
Social Inv. Category	Investment Description	Location	Expenditure (\$)	Cumu Expense across Social Inv. Ctrgy for Curr Qtr (\$)	Cumu. Expense across Social Ctrgy during Contract Period (\$)
Select Social Inv. Ca					
Health			0	0	0
Education			0	0	0
Enterprise Development			0	0	0
Other Social Investments			0	0	0
Total			0		

Indigenous Banking Services		
Provider Name	Location	Expenditure (\$)
RBCS	Ghana	50000
Total		50000

Indigenous Insurance Services		
Provider Name	Location	Expenditure (\$)
NIC	Ghana	5000
Total		5000

Indigenous Legal Services		
Provider Name	Location	Expenditure (\$)
LSGB	Ghana	2000
Total		2000

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Taxes	
Tax Description	Expenditure (\$)
Income Tax	15000
Total	15000

Other Investments	
Investment Description	Expenditure (\$)
Purchase of Office Space	10000
Total	10000

After verifying all the details,

- Click on **Submit** for sending the report to Supplier Reviewer for review and so on in the approval cycle.
- Click on **Save As Draft** for just saving the report details.

3. Reviewing the Local Content Report:

User Role: Supplier Reviewer

Report Status: Submitted

From the “**Report Pending Actions**” section in Report Dashboard click on the **Action Icon** to view the report details.

Dashboard

Current Reporting Period

Reports Pending Action

Action	Contract Name	Contract Number	Period	Status	Created Date	Pending With
	Tullow Awanade Constructions	123-009988-457	Q3-2021	Pending For Contract Advisor Review	10/12/2021	Contract Advisor
	Tullow Bio Sciences Inc	123-009988-457	Q3-2021	Need More Change By Contract Holder	10/12/2021	Supplier Initiator
	Provision of Subsea Systems	TGL 234 432 XX1	Q1-2021	Submitted	10/25/2021	Supplier Reviewer

Review the details of contract value actual spend of the suppliers/sub-contractors in **Goods and Services**

To check the details of employment in **management, technical, non-Technical and Temporary staff** expand **People section**.

Also, different technical and nontechnical trainee details for the contract should be available in **the People Section** for review.

Sustainability section will be containing different expenditure related details for Taxes, Banking/ legal services and investments.

Goods And Services : Q3-2021 					
Total Contract Value		Total Actual Spend		Pending Spend	
People : Q3-2021 					
Sustainability & Social Performance : Q3-2021 					

After going through all the details, Click on **Complete Review** for sending it Tullow team 's approval (Contract Advisor).

Complete Review Cancel
--

4. Approving the Local Content Report:

User Role: Contract Holder

Report Status: Pending for Contract Holder Approval

Open the report from the “**Reports Pending Action**” section of the dashboard.

Dashboard

Current Reporting Period

Reports Pending Action

Action	Contract Name	Contract Number	Period	Status	Created Date	Pending With
	Tullow Awanade Constructions	123-009988-457	Q3-2021	Pending For Contract Advisor Review	10/12/2021	Contract Advisor
	Tullow Bio Sciences Inc	123-009988-457	Q3-2021	Pending For Contract Holder Approval	10/12/2021	Contract Holder

Review the details, for **Goods and Services /People /Sustainability** by expanding individual sections on report screen.

Goods And Services : Q3-2021

Target Reported Value

Actual Reported Spend

Percentage Spent

People : Q3-2021

Sustainability & Social Performance : Q3-2021

Provide any comments if needed. Click on **Approve**. Any comments provided will be added to the approval History Section for the Supplier initiator reference.

Approval Summary

Comments

Approval History

- Contract Advisor (Tullow Bio Sciences) completed the report review on 10/12/2021 with comments - Completed the review
- Supplier Referee (Tullow Bio Sciences) completed the report review on 10/12/2021 with comments - needed changes in the report
- Contract Holder (Tullow Bio Sciences) completed the report review on 10/12/2021
- Contract Holder (Tullow Bio Sciences) approved report on 10/12/2021 with comments - Initial check version

Approve

Need More Information

Cancel

5. Sending Back the Local Content Report for Revision:

User Role: Contract Holder/Contract Advisor

Report Status: Pending for Contract Holder Approval/ Pending for Contract Advisor Approval

Open the report from the “**Reports Pending Action**” section of the dashboard.

Reports Pending Action						
Action	Contract Name	Contract Number	Period	Status	Created Date	Pending With
	Tullow Avonade Constructions	123-009908-457	Q3-2021	Pending For Contract Advisor Review	10/12/2021	Contract Advisor
	Tullow Bio Sciences Inc	123-009908-457	Q3-2021	Pending For Contract Holder Approval	10/12/2021	Contract Holder

Review the details, for **Goods And Services /People /Sustainability** by expanding individual sections on report screen.


Goods And Services : Q3-2021


Total Planned Value
Total Actual Spend
Pending Spend


People : Q3-2021



Sustainability & Social Performance : Q3-2021


Provide any comments if needed. Click on **Need More Changes**. These comments will be added on the approval History Section for the Supplier initiator reference.


Sustainability & Social Performance : Q3-2021



Approval Summary

Comments

Expenditure details for Facilities need to be corrected.

Approval History

- Contract Advisor (**Vemuri Srinivas (Accenture)**) completed the report review on **Tue Oct 12 2021** with comments -Completed the review
- Supplier Reviewer (**Suman Mohapatra (Accenture)**) completed the report review on **Tue Oct 12 2021** with comments -maded changed in the GAnd Services
- Tejeswar Patro (Accenture India) submitted report on **Tue Oct 12 2021**
- Suman Mohapatra (Accenture) saved report on **Tue Oct 12 2021** with comments -Initial draft version

6. Resubmitting the Local Content Report:

User Role: Supplier Initiator

Report Status: Need More Change By Contract Advisor / Need More Change By Contract Holder

- Open the report from the **Reports Pending Action** Section.

Reports Pending Action						
Action	Contract Name	Contract Number	Period	Status	Created Date	Pending With
	Tullow Awanade Constructions	123-009988-457	Q3-2021	Pending For Contract Advisor Review	10/12/2021	Contract Advisor
	Tullow Bio Sciences Inc	123-009988-457	Q3-2021	Need More Change By Contract Holder	10/12/2021	Supplier Initiator

- After verifying all the details, Click on **Submit** for sending the report to Supplier Reviewer for Review and so on in the approval cycle.

7. Frequently Asked Questions (FAQs):

1. What is the link (URL) for accessing the Local Content Reporting Tool for Ghana?

The URL for accessing the Local Content Reporting Tool for Ghana is <https://tullowoil.sharepoint.com/sites/LCRGhanaEXT>

2. What do I do if I am not able to get access to the page?

When you face any challenges accessing the page please check with you Tullow Contract Advisor for support.

3. Can more than one individual from the supplier's end be designated as the Supplier Initiator and/or Supplier Review?

Yes! More than one individual can be assigned to a specific role. However, kindly note that, although both can edit the form and save at various times, only one of these entities can finally submit the form.

4. As a Supplier, what do we do, if we want the Supplier Initiator or Reviewer to be changed in the Ghana LCR Tool?

Please share the necessary details that needs to be changed with your respective Tullow Contract Advisor and this will be actioned.

5. I am not able to save the form after populating the various field. What should I do?

The form will prevent you from saving, if the required fields have not been populated. A Red Asterisks () close to a field indicates that, the field needs to be populated.*

	*	*	*	*	*	0.00	0.00
---	---	---	---	---	---	------	------

Please refer to section 2 on Initiating the Local Content Report Details for further clarity on populating the required fields.

6. I have populated all the required fields by I am still not able to save the form. What could be the issue?

Please delete any unused line by clicking the delete button  before saving.

✓ Jospon Towers Ltd	✓ PPEs for 3rd & 4th quarter 2021	✓ Well drilling services	✓ IND	✓ 1,000	✓ 60	180.00	18.00
	*	*	*	*	*	0.00	0.00

7. I noticed I cannot enter decimal number into the various currency fields. The only acceptable values are integers.

Yes! At the moment, only integer values are accepted by the LCR application. The ability to accept decimals will be included as part of later enhancements. As a workaround, you can round

decimals numbers before inputting into the system. Whenever you round up decimal numbers, please indicate this in the comments section to enable approvers to be aware of this.

8. I can log into the LCR Ghana Tool. However, I'm not able to see any reports under the Draft Reports, All report or Reports Pending Your Action Section. What could be the issue?

Kindly get in touch with your respective Tullow Contract Advisor for further investigation.

9. As a Supplier Initiator, will I be able to edit the form after I have submitted it to the Supplier Reviewer?

No! You can only edit the form when it is active for your role.

10. As a Supplier Reviewer, if I notice there a data entry error by the Supplier Initiator, how do I get it corrected?

As a Supplier Reviewer, you can edit the form and correct any mistakes before submitting to Tullow.

11. How much time is allocated to a Supplier to submit the Local Content Report?

All suppliers have a maximum of one month to submit the LCR data for any quarter. The system will automatically close the period when the one month is due. In this regard, you are advised to submit as early as possible to avoid any last-minute rush.

12. As a Supplier, how do I know that, the Local Content Report for a quarter is generated in the LCR portal?

Every Supplier will get an automatic email when the LCR Report for a quarter is generated.

13. As a Supplier, will I get a notification when the deadline for submitting the LCR report for a quarter is approaching?

Yes! The system will send an automatic reminder when the deadline is approaching. You are however, advised to submit as early as possible to avoid any last-minute rush.

14. As a Supplier, does everything ends after I submit my LCR data to Tullow?

No! After the LCR data is submitted to Tullow, the Tullow Contract Advisor/Holder can return the submitted forms back to you for any corrections that need to be made. When the forms are return to you an email notification will be sent to let you know that you need to attend to the forms.

15. Are there reports available in the LCR Tool for use by the Suppliers?

Yes! There is a PowerBI component that has various Reports and Analytics for use by the Suppliers. At the moment, Tullow has allocated one PowerBi license to every supplier (Specifically, the Supplier Reviewer). However, the license can be reallocated upon request by the Supplier.

16. What does the Supplier have to do, if they want to reallocate the one PowerBI license to a different individual in their organization?

Please share the details of the individual in the organization that will need the PowerBi allocation with your respective Contract Advisor and it will be actioned.

8. Definition of Terms:

Term	Definition
Banking and financial services:	Financial services provided by banks and other financial institutions located in Ghana e.g. forex trading, invoice discounting, bank guarantees, bonds, other.
Contract Advisor	An individual from Tullow, who is responsible for facilitating the contract between the Contract Holder and Supplier.
Contract Holder	An individual from Tullow, who is responsible for managing the contract between the Supplier and Tullow.
Insurance services	Insurance services provided by insurance firms and brokers located in Ghana – e.g. health insurance, vehicle insurance, life insurance, other
Legal services	Legal services provided by law firms located in Ghana.
Local Content	Is the value that an extraction project brings to the local, regional or national economy beyond the resource revenues
Physical Assets and Capital Investments	Any Investment in facilities, plant and equipment including office building, machine shop, warehouse, etc.
Supplier Initiator	An individual/group of individuals from the Supplier's organization, who's responsibility is to enter the quarterly Local Content data into the Tullow LCR portal.
Supplier Reviewer	An individual/group of individuals from the Supplier's organization, who's responsibility is to review the data entered by the Supplier Initiator before submitting to Tullow.
Taxes	Taxes paid in Ghana e.g. corporate, customs duty, other.

9. Additional Useful Links:

Description	Location
Ghana LCR Link	https://tulloil.sharepoint.com/sites/LCRGhanaEXT
Demo Video Link	https://tulloil.sharepoint.com/:v:/r/sites/LCRGhanaEXT/Demo/LCR-Ghana%20Demo.-20220203_170554-Meeting%20Recording.mp4?csf=1&web=1