

SUPPLIER GUIDE

Invoice requirements
and processes





Introduction

The purpose of this guide is to explain Tullow Oil's invoice requirements and associated processes. It highlights what actions you need to take as a supplier to ensure invoice processing and payment runs smoothly.

This guide covers:

- **'No Purchase Order, No Pay' policy**
- **Invoice Requirements for ALL Purchase Orders**
- **Purchase Order and Framework Agreement Numbering System**
- **Existing Purchase Orders**
- **Printing and Signing Purchase Orders before returning them to Tullow Oil**
- **Processing and Payment of Invoices**
- **Remittance Advice**
- **How to Submit Invoices**
- **Invoice Requirements for Multiple Joint Ventures**
- **Invoice Requirements for Services Performed in Country, and outside of Country**
- **Credit Note Requirements**
- **Updating your Details**

'No Purchase Order, No Pay' policy

Tullow Oil has a **'No Purchase Order, No Pay'** policy, so it is vital that suppliers have a valid Purchase Order in place, before supplying goods or services.

The correct Purchase Order number must be quoted on the invoice and there must be sufficient funds on the Purchase Order to pay the invoice. If this is not the case, Tullow Oil will reject the invoice and payment will be delayed until the issue is resolved.

On the SAP system, many of the documents that are used to contract with you are generated directly from SAP. This means that we require a certain level of detail from the Purchase Order to be included on the invoice. In the sample invoice below we have highlighted the key information required and then where to find this information on the following sample Purchase Order.

DISCLAIMER: THIS IS A SAMPLE PURCHASE ORDER

C

GOODS AND SERVICES ORDER

CONTRACT No: 4201000286		Revision No: 0	Date: 12.02.2014				
To (CONTRACTOR): MEDICAL SUPPORT SUPPLIER 55 High Street, London W6 8XJ		From (COMPANY): Tullow Group Services Limited 3rd Floor 9 Chiswick Park 566 Chiswick High Road London W4 5XT United Kingdom					
Contact: SUPPLIER CONTACT Tel: +44 (0) 20 3111 0000 Email:		Contact: Tullow Contact Tel: +44 (0) 20 3249 0000 Email: Tullow.employee@tullowoil.com (C&P)					
Delivery Address: Tullow Group Services Ltd C/- 3rd Floor, Building 9, Chiswick Park, 566 Chiswick High Road, London W4 5XT United Kingdom		Invoice Address: Tullow Group Services Limited 3rd Floor, Building 9 Chiswick Park 566 Chiswick High Road W4 5XT London United Kingdom					
		Invoice Contact: Accounts Payable					
Goods and Service Order Details							
Commencement Date: 01.03.2014		Completion Date: 30.03.2014					
No	Item No	Description (Goods & Services)	DELIVERY DATE	Quantity	Unit	Unit Cost	Item Cost
1	3000007	LAB / MEDICAL EQUIPMENT	12.03.2014	2.00	EA	5,000.00	10,000.00
2		Defibrillator Training for 10 people Training to be delivered on Site	03.03.2014				
	4000214	TRAINING COURSE, TECHNICAL		1.00	AU	5,000.00	5,000.00
3		Defibrillator Maintenance Maintenance needs to be done on a quarterly basis	03.03.2014				
	4000212	MEDICAL SERVICES (INCLUDING OCC HEALTH)		1.00	AU	6,000.00	6,000.00
Total CONTRACT price not to exceed (including all applicable taxes (Excluding VAT)):						GBP	21,000.00
Additional Information:							
Signed for and on behalf of CONTRACTOR by:				Signed for and on behalf of COMPANY by:			
Signature: _____				Signature: Approved by Authorized Tullow Representative			
Name: _____				Name: _____ TULLOW EMPLOYEE			
Position: _____				Position: _____ C&P MANAGER			
Date: _____				Date: _____ 12.02.2014			
i) CONTRACTOR to sign and return original CONTRACT(s) to COMPANY for the attention of the above contact. ii) Failure to return signed original CONTRACT(s) to COMPANY may delay payment. iii) The CONTRACT comprises of this Goods and Services Order, Attachment A - General Terms and Conditions and any other attachments hereto. iv) The WORK shall be performed in accordance with the CONTRACT. v) CONTRACT number shall be stated on all invoices.							

CONTRACT Number: 4201000286

- A**
Contractor full name and address
- B**
A unique invoice number and date
- C**
The Purchase Order number
- D**
Ensure each line item from the Purchase Order has its own line on the invoice describing the goods/services
Each line must also include line number (No.), item number, quantity and unit cost
- E**
Invoice amounts in the currency stated on the contract:
 - i. Total Net
 - ii. VAT (where applicable)
 - iii. Total Gross
- F**
Contractor's bank details
- G**
VAT Registration number (where applicable)

[illegible]

Purchase Order and Framework Agreement numbering system

Depending on the type of Purchase Order the numbers range from (41xxxxxxx) to (45xxxxxxx). In addition, any new Framework Agreements created after the move to SAP also follow the new numbering format (47xxxxxxx).

N.B. Purchase Orders created after the move to SAP begin with the number 4 and are 10 digits long, older Purchase Order numbers from the legacy system (beginning with O or J) will still be paid, providing they are still valid. If you are unsure on this matter please speak to your Tullow Oil contact.

Existing Purchase Orders

All existing Purchase Order numbers will remain the same and will continue to be honoured as per the stated terms and conditions and can continue to be invoiced, referring to the existing Purchase Order number.

Printing and signing Purchase Orders before returning them to Tullow Oil

In all cases, we continue to require Purchase Orders to be signed and returned to us at Tullow Oil prior to the submission of any invoices.

Please ensure that you continue to do this to avoid payment of your invoices being delayed.

Instructions for printing and scanning POs

- Select Print
- In the print pop up window, under Page Sizing & Handling, you need to select Shrink outsized pages
- Select Print

Processing and payment of invoices

Please note, failure to meet these requirements will delay processing and payment of invoices.

Invoices may be rejected and returned for a number of reasons. Examples include:

- The Purchase Order number is incorrect or not provided
- An incorrect invoice address is provided
- Incorrect amounts/calculations are provided

Any rejected invoices will be returned by email. We will include an explanation of why the invoice has been returned to ensure you are able to rectify the issue before resubmission of the invoice.

Remittance Advice

Remittance Advice will be issued once the payment run has been executed in our SAP system, ahead of funds being cleared from the bank account. This means funds could take up to 5 days to reach your account from the Remittance Advice date (previously remittance advice was issued when funds had been cleared from the bank account). Funds may take longer if we do not have your correct bank details on file.

Remittance advice will be issued via email and is not able to be reissued. Therefore we recommend you provide a generic email address for receipt of remittance advice so as not to have to update Tullow Oil each time staff members change.

How to submit invoices

As part of the move to SAP we have the facility to receive invoices by email.

Should you wish to provide invoices by email please liaise with your Tullow contact to determine if this is possible in your location.

If email invoices are accepted please follow the below steps:

- Invoice must be in PDF format
- Each invoice must be in a separate PDF document
- Each email size to be less than 40mb
- If supporting documentation is being submitted with an invoice, the invoice and supporting documents should be included within the same PDF document and should be separated using the separator sheet which can be downloaded from our supplier web page. The separator sheet should be included after the invoice and before the supporting documentation

Invoice requirements for multiple Joint Ventures

We may raise a single Purchase Order which is to be charged to different Joint Venture Projects. Where this is the case we require you to submit separate invoices for each Joint Venture Project. We will advise you of the invoice requirements when this is the case.

If an invoice is received containing line items for multiple Joint Venture Projects we will reject it and request separate invoices.

Invoice requirements for services performed in Country, and outside of Country

We may raise a single Purchase Order which will require a combination of services delivered in country and outside of country. We will advise you of the invoice requirements when this is the case.

If an invoice is received combining line items for in country and out of country activities we will reject it and request separate invoices.

Credit Note requirements

All credit notes must reference the Purchase Order number and invoice number being credited.

Update your details

It is important we have correct, up to date information in our system in order for invoices to be processed efficiently. Please inform Tullow Oil via support.procurement@tulloil.com should you have any changes to your contact details, remittance advice note / Purchase Order email address, and/or any other contact detail changes. Please note if your company is informing us of a company name change, a certificate of incorporation and a government signed name change document must be provided. If your company is making bank account changes, a company letter headed document providing bank detail changes, as well as details from the bank outlining the updated bank details must be provided.

Are you carrying out work without a Purchase Order?

If you are currently carrying out work and do not have a Purchase Order for the work, you must contact the person who requested the work to ensure a valid Purchase Order is in place. Please do this as soon as possible as Tullow Oil has a '**No Purchase Order, No Pay**' policy. We are unable to process payments without a valid Purchase Order.



For all queries please get in touch
with your local Tullow Oil contact.

www.tulloil.com/suppliers