SUPPLIER KIT
INVOICE AND VOUCHER REQUIREMENTS
SUPPLIER INVOICE REQUIREMENTS

The following requirements are mandatory for all invoices submitted to Weatherford. Complete and accurate information is necessary for payment. Failure to meet any of the listed requirements will result in the rejection of your invoice and a delay in payment.

Only invoices will be processed for payment. Statements, delivery tickets, pro-forma invoices, commercial invoices, or other documents are not considered invoices and will not be processed for payment.

Adherence to these guidelines will enable timely processing of your invoice(s). Specific or more stringent local requirements may exist due to country regulatory and compliance laws. Area-specific requirements can be viewed by visiting go.weatherford.com/supplierinvoicing.

A. GENERAL REQUIREMENTS (Applicable to all invoices)
   1. Label the documents with either “INVOICE” or “CREDIT”
      i. For a credit – Reference the original invoice number and billing period start/end dates, unless the credit relates to yearly rebate or other types of credits where no specific invoice is being referenced.
   2. Include the full legal Weatherford name and product line/division: (e.g. Weatherford Canada LTD. Wireline division)
   3. Company name, physical and remittance address – Your complete company name, physical and remit-to address, and current contact information – including email address
   4. Invoice date – Date the invoice was generated
   5. Vendor invoice number – Unique number assigned by the vendor
   6. Contract reference – Master Service Agreement/pricing agreement
   7. Itemized description of goods or services – Include all supporting documentation (see back-up documents required for supplier invoices for a list of required documentation)
   8. Total amount due – Include currency type if other than originating country currency (e.g. UK vendor billing in US currency)
      i. Price – Cost per item and extended cost as outlined in the purchase order
      ii. Tax amounts (GST/HST/VAT) – Must be shown as a separate line item on the invoice with the related percentage being applied
   9. Valid bill-to and ship-to addresses – The bill-to location will be the ordering location, unless otherwise stated by the Weatherford purchaser
   10. Weatherford invoicing contact name – Full name and contact information — including phone number, email address, and branch plant number of your Weatherford representative

B. PO INVOICES (in addition to the general requirements)
   • The purchase order (PO) number must be included on the invoice (8 digits, numeric, sequential, and unique)

C. NON-PO INVOICES (in addition to the general requirements)
   • Weatherford cost center (5 or 6 digits, numeric, sequential, and unique) must be on the invoice. The Weatherford representative that authorized the services or products can provide this information.
**PO NUMBER OR COST CENTER**

If you need a PO number or Cost Center and Object Code (non-PO invoices) to include on the invoice, the Weatherford representative that authorized the services or products can provide this information. The Accounts Payable department does not have access to this information.

**BACK-UP DOCUMENTS REQUIRED FOR SUPPLIER INVOICES**

<table>
<thead>
<tr>
<th>Type of invoice</th>
<th>Back up</th>
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</thead>
<tbody>
<tr>
<td>PO</td>
<td>Purchase Order, Bill of Lading</td>
</tr>
<tr>
<td>Non-PO Freight</td>
<td>Signed Bill of Lading (included printed full name), CI (commercial invoice) for international shipments</td>
</tr>
</tbody>
</table>

**FREIGHT INVOICES (TRUCKING, HOTSHOT, OCEAN, AIR, AND SMALL PARCELS)**

The following information is required for freight invoices. It must match the document of transport (BOL/AWB/SWB):

1. Shipper
2. Consignee
3. Specify Incoterm as bill-to consignee (FCA) or bill-to shipper (CFR, CIF, CPT, CIP, DAT, DAP and DDP)
4. Bill of Lading/PROBILL/Airway Bill/Short Wheel Base number
5. Chargeable weight
6. Cost Center
7. Object Code

**INVOICE PROCESSING TIME**

Invoices submitted electronically through the country e-mail link will be processed in 5 business days. Invoices received by mail at a physical location will take 15 business days to process.

**PAYMENT TERMS**

Invoices cannot be submitted until the supplier delivers or completes agreed upon service. Payment terms are contingent on the receipt of an accurate and complete invoice, unless otherwise agreed upon within a contract.

**REJECTED INVOICES**

Invoices that do not meet the outlined invoice requirements may be returned to the supplier with a notice stating the reason(s) for rejection. It is the supplier’s responsibility to resubmit the invoice with the necessary corrections.

**SUBMITTING YOUR INVOICE**

Invoices should be submitted electronically using the country e-mail link located in the Appendix section of this document. Weatherford has a paperless “email to scan” process, so invoices submitted by email must adhere to the following guidelines:

- One invoice with the corresponding backup documents per attachment (multiple attachments per email is acceptable provided the files do not exceed 10 MB)
- Acceptable document types are Word, Excel, PDF, JPEG, TIFF, HTM, HTML
- All invoice details (as stated in the invoice requirements) must be recorded on the invoice. Do not include any invoice-specific information in the body of the email itself as it will not be captured in processing.

**FAILURE TO COMPLY WITH INVOICING REQUIREMENTS**

It is the obligation of the supplier to produce an accurate and complete invoice that meets all Weatherford requirements highlighted in this document. Failure to comply can and will delay the processing of the invoice(s), resulting in delay of payment.
OTHER TIPS
Do not send duplicate invoices, unless requested by our Supplier Relations team, as our control procedures may keep us from paying either invoice. Do not submit invoices with manual alterations.

CHANGES TO SUPPLIER INFORMATION
Submit changes to supplier information (physical or remit-to address, contact names, banking information, invoice format change, etc.) using the Self Service Portal.

If you need a PO number or Cost Center and Object Code (non-PO invoices) to include on the invoice, the Weatherford representative that authorized the services or products can provide this information. The Accounts Payable department does not have access to this information.

WHERE TO GO FOR HELP
Questions can be submitted to the Self Service Portal.
# COUNTRY E-MAIL LINKS

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Appendix

Invoice Compliance Checklist

Each invoice must include the following information in order to meet Weatherford guidelines:

- Label the documents with either “INVOICE” or “CREDIT”
- Proper legal name and division (e.g. Weatherford Canada LTD. Wireline division)
- Company name, physical and remittance address
- Invoice date
- Vendor invoice number
- Contract number
- Itemized description of goods or services
- Total amount due – including currency type
- Price – cost per item and extended cost
- Tax amounts (GST/HST/VAT)
- Relevant back-up documentation
- PO number or Cost Center and Object Code, if a non-PO
- Valid bill-to and ship-to addresses
- Full name and address of the Weatherford person who ordered the goods/services provided
- Tax identification number
# EXAMPLE OF A COMPLIANT INVOICE

## SAMPLE INVOICE / CREDIT

### BILL TO

- **[Company Name]**
- **[Street Address]**
- **[City, ST ZIP]**
- **Phone**: (000) 000-0000

### SHIP TO

- **[Name]**
- **[Company Name]**
- **[Street Address]**
- **[City, ST ZIP]**
- **[Phone]**

### DESCRIPTION | QTY | UNIT PRICE | AMOUNT
--- | --- | --- | ---
Service Fee | 1 | 200.00 | 200.00
Labor: 5 hours at $75/hr | 5 | 75.00 | 375.00
New client discount | 1 | (50.00) | (50.00)

- **SUBTOTAL**: $525.00
- **TAX (4.25%)**: 22.31
- **TOTAL**: $547.31

Thank you for your business!

If you have any questions about this invoice, please contact [Name, Phone, email@address.com]

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