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C1

## Supplier Information Kit



### Document Review Cycle

REVIEW PERIOD	NEXT REVIEW	DOCUMENT OWNER
Annually	September 2017	Procurement Team Lead

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**Supplier Information Kit**

**Revision History**

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2016	09	06	J.Brua	C1	Issued For Use.

**Revision Change Notices**

Rev	Location of Changes	Brief Description of Changes

**Document Sign-Off**

Signature	Print Name	Position	Date
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	<b>Approved By</b> Ali Talpur	Supply Chain Manager	Sep 2016

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## 1.0 Procurement Process

### 1.1 Purchase Order Processing

A purchase order (PO) is transmitted to Suppliers in the form of e-mail, including an Adobe Acrobat PDF format PO as attachment.

All Suppliers of products and services to EnQuest must comply with the following instructions, as applicable. This will enable efficient delivery of goods and services, and ensure smooth and timely invoice payment.

Each PO is assigned a unique number (format: NPR-Pxxxxxx-OP or NPR-Pxxxxxx-WO) and linked to a contract number if applicable. A PO may include several lines, each for a specific item or part and the quantity required. PO will contain pricing as per quotation, quantity, delivery date requirements, and shipping location. An exception to the rule, PO issue for repairs are issued with a PO value of £0 that enables the vendor to assess and advise the cost of repair.

The final destination of the goods is indicated on the Purchase Order within the line item details. If goods are to be delivered offshore (12 miles) VAT should not be charged.

### 1.2 Acknowledgement of Purchase Order

When EnQuest dispatches a PO to the Supplier's email address, the Supplier is accountable for checking the PO received, and reverting back to the Buyer if the following elements are inaccurate:

- a. Vendor contact details (legal name);
- b. Pricing as per quotation;
- c. Currency;
- d. Quantity;
- e. Shipping and delivery dates;
- f. Missing transportation charges or fees.

The Supplier has **3 working days** from the date of reception of the email to accept or reject the PO. **The Supplier must confirm his acknowledgement by email to the Buyer.**

By accepting an EnQuest PO, the Supplier acknowledges his ability to meet EnQuest PO requirements. Providing goods or services without acknowledgement shall be avoided as this will increase chances of payment delays due to the invoice discrepancies.

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By accepting an EnQuest PO, the Supplier acknowledges acceptance of EnQuest Terms & Conditions for Purchase Orders which are transmitted with each individual PO. However, if a contract is signed between Supplier and EnQuest, then the terms and conditions incorporated in that agreement supersede the aforementioned Terms & Conditions for Purchase Orders, unless there is an exception made by the EnQuest legal department in writing.

Rejection of the PO will result in an automatic cancellation of the PO in our system.

### 1.3 Revision of Purchase Order

A PO Revision is issued to reflect any change in the original Purchase Order. These changes can be in terms of quantity, specification or any other thing.

Supplier must ensure it receives a PO revision in case of any changes to the original Purchase Order.

In case of actual work exceeding the original PO, supplier must contact either the Buyer or the Requestor (End User) and request for PO Revision. Supplier must not issue any invoice without receiving PO Revision where required.

Invoices not matching the PO amount will be rejected and sent back to the supplier.

Once the PO has been accepted, no deviations from the invoice will be accepted in terms of quantity, unit price, currency, item description, and billing entity. Any variation will lead to a rejection of the invoice, i.e. the Supplier will be required to re-submit invoice.

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## 1.4 Purchase Order Sample

**PURCHASE ORDER** **NPR-P124958-OP**

CONTRACT Non-Contract  
 ORDER DATE Sep 13, 2015  
 APPROVER GREIG.RITCHIE  
 VENDOR REFERENCE  
 INCO TERMS  
 INCO TERMS DETAILS

**Vendor**  
 Company name xxx  
 Address 1 xxx  
 Address 2 xxx  
 Address 3 xxx

**Ship To**  
 ASCO UK Ltd.  
 South Base, Shed 3,  
 Peterhead Offshore Supply Base  
 Peterhead  
 AB42 2PF

**Bill To**  
 Annan House  
 Palmerston Road  
 Aberdeen  
 AB11 5QP

**Legal entity to invoice**  
 Enquest Britain Ltd.  
 Annan House  
 Palmerston Road, Aberdeen  
 AB11 5QP, UK  
 Tel: 01224 975000  
 Fax: 01224 975001  
 VAT No: 498 4580 84  
 End Use Reg No: EU/0909/320/16

**EnQuest**

**Vendor contact details**

**PO reference for all correspondence and to be included on invoice**

**Location where supplier will deliver the items**

**Address where invoice should be sent**

**Contact person for order**

**Description, quantity, price and currency of the items ordered**

Invoices that do not comply with the EnQuest Invoice Submission Standard will be rejected for re-submission. Any mismatch between the Purchase Order and the Invoice may delay payments or result in the invoice being rejected. Please contact your EnQuest buyer at sachli.zare@enquest.com for any questions or a copy of the standard.

**Buyer Details**  
 Name: Sachli Zare  
 Email: sachli.zare@enquest.com  
 Phone No.:

LINE	DESCRIPTION	DELIVERY DATE	WORK ORDER	CERTIFICATE	QTY	UOM	UNIT PRICE	LINE TOTAL
1	Type: ITEM 11023730 - OIL: CASTROL AIRCOL SR 46 1000L Accounting Details: VNPCP-NP2015-702500100 Final Destination NPR-OP-OFF Required Date - 18 Sep 2015	Sep 17, 2015			1		XXX	XXX
2	Type: ITEM 11023704 - OIL: CASTROL MHP153 1000L Accounting Details: VNPCP-NP2015-702500100 Final Destination NPR-OP-OFF Required Date - 18 Sep 2015	Sep 17, 2015			1		XXX	XXX

**GBP** 7327.26

Terms and Conditions as per contract. Together with any additional terms specified in this document.

DELIVERY - Purchase Order number and Work Order number to be quoted on all delivery paperwork and packaging

HMRC - Supplier to clearly identify whether goods are FCG or SEU on delivery documentation

INVOICING - Purchase Order Number, and Contract Number (where applicable) must be quoted on all invoices. Invoices are to be submitted in a PDF format to accounts-invoices@enquest.com (one complete invoice per PDF). Invoices submitted without a Purchase Order number will be returned unpaid. Invoices submitted by post, hand carry and/or fax will be returned unpaid

IMPORTS - If goods are being exported from an EC member country for shipment to the UK specifically to fulfil this order, supplier must state the following information on the invoice.

Tariff Commodity Code/Net Mass (Kgs)/Transport Type/Country of Origin

If goods originate out with the EC, Supplier must notify EnQuest to this effect prior to supply

## 2.0 Accounts Payable Information

### 2.1 Accounts Payable

Accounts Payable (AP) EnQuest is located in Dubai. Each year this team processes a large number of invoices, working closely with other internal teams to pay suppliers on time.

### 2.2 Invoicing Requirements

EnQuest's Invoice Submission Standard has been developed to help employees and suppliers understand the information required for correct invoice submission. Adhering to the standard helps to ensure timely payment. Invoices that do not meet the criteria outlined in the EnQuest Invoice Submission Standard will be returned to the supplier for correction.

### 2.3 Submitting Invoices

The sole channel for submitting new invoices is via email ([ACCOUNTS-INVOICES@ENQUEST.COM](mailto:ACCOUNTS-INVOICES@ENQUEST.COM)). Include your EnQuest purchase order number on your invoice. Once you submit your invoice via email, you will receive an automated reply email indicating that EnQuest has received your invoice. This will allow you to track your invoice.

Your invoice will **not** be process if it is not submitted via [ACCOUNTS-INVOICES@ENQUEST.COM](mailto:ACCOUNTS-INVOICES@ENQUEST.COM). Invoices sent via Royal Mail or via an EnQuest employee will not be processed. Payment terms begin when Accounts Payable receives a correct invoice.

### 2.4 Contact Information

- For changes to a vendor account, including address changes, remittance email address updates and banking information, email [ACCOUNTS-QUERIES@ENQUEST.COM](mailto:ACCOUNTS-QUERIES@ENQUEST.COM).
- For Accounts Payable inquiries, including payment status and issues, email [ACCOUNTS-QUERIES@ENQUEST.COM](mailto:ACCOUNTS-QUERIES@ENQUEST.COM).
- For invoice submissions, email your invoice to Accounts Payable [ACCOUNTS-INVOICES@ENQUEST.COM](mailto:ACCOUNTS-INVOICES@ENQUEST.COM).

### 3.0 Invoice Requirements

This document is intended for all suppliers that provide materials and/or services to EnQuest. This standard includes the details suppliers are required to complete for each invoice. Completed invoices are submitted directly to EnQuest Accounts Payable. For questions related to the standard please email [accounts-queries@enquest.com](mailto:accounts-queries@enquest.com).

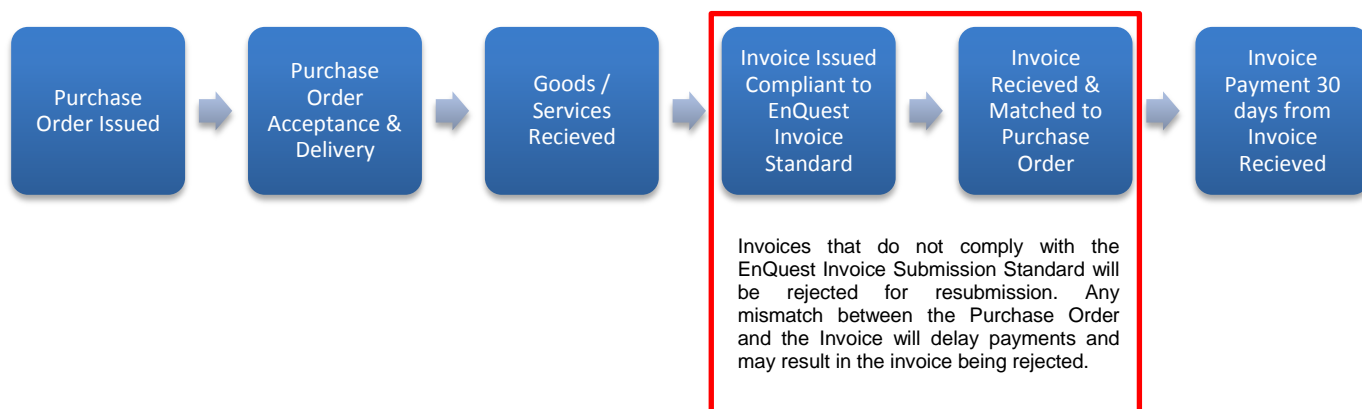
It is essential that for products and services all invoices match the purchase order and packing list. Prior to payment, the invoice will be checked against both the PO and the goods receipt. Accounts Payable returns supplier invoices that do not meet the criteria described in this Standard.

- i) The Invoice is incorrect
- ii) Goods or services have not yet been delivered
- iii) There is a mismatch in Quantity Invoiced vs. Quantity Received
- iv) Invoice currency does not match the PO currency
- v) The UOM invoiced does not match the UOM per the PO and/or the PO back-up (such as CTR)
- vi) The unit rates contained within the invoice and the PO back-up (such as CTR) shall match the rates in the referenced contract



### 3.1 Required Invoice Submission Details with an Associated Purchase Order

<b>EnQuest Details</b>	Invoice <i>must</i> include the following EnQuest details, <b>as they appear on the Purchase Order:</b> <ul style="list-style-type: none"> <li>▪ EnQuest Purchase Order number (ensure there is only one Purchase Order number for each invoice)</li> <li>▪ Line Item number</li> <li>▪ Line item description</li> </ul>
<b>Tax information</b>	Invoice <i>must</i> include the following Tax information: <ul style="list-style-type: none"> <li>▪ Tax Amount divided into categories as required. Examples include (Value Added Tax - VAT)</li> <li>▪ VAT registration number (if registered)</li> </ul>
<b>Supplier details</b>	Invoice <i>must</i> include: <ul style="list-style-type: none"> <li>▪ Supplier name</li> <li>▪ Supplier remit-to address</li> <li>▪ Supplier contact information</li> <li>▪ Unique invoice number</li> <li>▪ Invoice date</li> </ul>
<b>Item details</b>	Invoice <i>must</i> include: <ul style="list-style-type: none"> <li>▪ A description and price amount (excluding tax) for each individual charge</li> <li>▪ Unit of measure (in the same UOM as the PO)</li> <li>▪ Unit price (in the same currency as the PO)</li> <li>▪ Price amounts that match the line item amounts listed in the Purchase Order</li> <li>▪ Invoice subtotal amount (pre-tax)</li> <li>▪ Total invoice amount (subtotal amount + tax amount)</li> <li>▪ Identify currency (i.e., GBP, NOK, USD)</li> <li>▪ The invoice currency must match the currency on the Purchase Order)</li> </ul>
<b>Backup Documents</b>	<ul style="list-style-type: none"> <li>▪ Proof of delivery or Service receipt, such as: <ul style="list-style-type: none"> <li>○ Signed Waybill, Bill of Landing, Proof Of Delivery</li> <li>○ EnQuest-approved time sheets or Tasking Documents</li> </ul> </li> <li>▪ Any third-party invoices related to expenses, such as third-party charges</li> <li>▪ Milestone certificates</li> </ul>
<b>Payment Methods</b>	EnQuest’s method of payment is electronic (BACS or CHAPS)



## 4.0 GRN Information Requirements

### 4.1 Physical Delivery of Goods

For the delivery of goods, the Supplier's Delivery Note must exactly match the Enquest PO with respect to the following:

Full Enquest PO Number  
Enquest PO Line Number  
Item (Inventory Number)  
Description

### 4.2 Invoice Back-up Documentation

Whether goods were delivered to ASCO, direct to an offshore location, a 3<sup>rd</sup> Party Vendor, or an EnQuest office or held in storage at the Supplier's premises, on submission to Enquest Accounts Payable, a proof of delivery to the consignee *must* be attached to the invoice.

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## 5.0 Invoice Sample

# INVOICE

Company name xxx

Address 1 xxx  
Address 2 xxx  
Address 3 xxx

Phone number xxx

**DATE:** 23/06/15  
**INVOICE #** 1007  
**VAT #** GB XXX XXXX XX  
**ASSOCIATION #** XXXXXXXX

**Bill To:** EnQuest Britain Limited  
Level 5, Consort House  
Stell Road  
Aberdeen  
AB11 5QR

**Ship To:** ASCO UK Ltd.  
South Base, Shed 3  
Peterhead Offshore Supply Base  
Peterhead  
AB42 2PF

**Comments or Special Instructions:**

SALESPERSON	PO NUMBER	QUOTE NUMBER	SHIP DATE	F.O.B. POINT	TERMS
	P125486		June 21, 2015		30 days

PO LINE	QUANTITY	DESCRIPTION	UOM	UNIT PRICE	AMOUNT
1	14	Sledgehammer	Each	£ xxx	£ xxx
2	10	Foam Bricks	Box	£ xxx	£ xxx
6	7	Retractable tape measure	Each	£ xxx	£ xxx
10	1	Carriage	Lumpsum	£ xxx	£ xxx

SUBTOTAL £ 1,453.00

**Bank Details:**

Bank name xxx  
Bank address xxx  
Account number xxx  
Sort code xxx  
IBAN xxx  
Swift code xxx

SHIPPING & HANDLING	
VAT	20.00%
SALES TAX	290.60
<b>TOTAL GBP</b>	<b>£ 1,743.60</b>

If you have any questions concerning this invoice, contact xxx

**THANK YOU FOR YOUR BUSINESS!**

## 6.0 Business Ethics

EnQuest requires that all suppliers act in a diligent and proper manner to ensure that EnQuest's interests are never conflicted with any action made by a supplier.

Suppliers must make all efforts to ensure that this includes, but is not limited to, a series of measures which are in place to ensure that their personnel do not give or receive payments, gifts, loans or any other types of inducements for any purpose, from any other company, firm, corporation or other body in connection with the supplier's performance of the work for EnQuest.

Supplier must ensure that

- 1.) they comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010
- 2.) they do not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK
- 3.) they comply with the EnQuest code of conduct, attached hereto and ensure that this compliance extends to all personnel
- 4.) policies and procedures that are including, but not limited to, compliant with the Bribery Act 2010

## 7.0

## Attachment 1 – EnQuest Code of Conduct