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C1

Supplier Information Kit



Document Review Cycle

REVIEW PERIOD	NEXT REVIEW	DOCUMENT OWNER
2 Years	February 2020	Accounts Payable Manager

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Supplier Information Kit



Revision History

YYYY	MMM	DD	Issued By	Rev	Detail
2018	FEB	20	C. Taylor	C1	First issue on BMS

Revision Change Notices

Rev	Location of Changes	Brief Description of Changes

Document Sign-Off

Signature	Print Name	Position	Date
	Checked By Jerome Padero	Accounts Payable Manager	May 2019
	Approved By Ali Talpur	Head of Business Services	May 2019

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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/services are to be delivered/carried out offshore where we operate (outside the UK12 mile territorial limit), VAT should not be charged.** See interactive map (<http://www.enquest.co.uk/our-business/location-map-and-where-we-operate.aspx>).

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

PO reference for all correspondence and to be included on invoice

Location where supplier will deliver the items

Legal entity to invoice

Vendor

Company name xxx
 Address 1 xxx
 Address 2 xxx
 Address 3 xxx

Vendor contact details

Ship To

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

Location where supplier will deliver the items

Bill To

Annan House
 Palmerston Road
 Aberdeen
 AB11 5QP

Address where invoice should be sent

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

Purchase Order Description
 NP - CASTROL - REQ - Lube Oils (Jeff Maddison)
 QUOTE REF - JE/0915/855

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.:

Contact person for order

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

Description, quantity, price and currency of the items ordered

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 GRN Information Requirements

2.1 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

2.2 Invoice Back-up Documentation

Whether goods were delivered to ASCO, direct to an offshore location, a 3rd 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.

3.0 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

4.0 Accounts Payable

4.1 EQ Supplier Invoicing Guidelines

<p>Invoice Submission</p> <ul style="list-style-type: none"> • Only raise and submit your invoice once you have successfully delivered the good/service (unless partial/milestone invoices have been agreed) • Failure to follow EQ’s invoicing guidelines will result in delays in invoice processing and payment. The responsibility falls on you as a Supplier to comply with our requirements. • Invoices and credit notes should be sent via email: <ul style="list-style-type: none"> ✓ For material and service invoices – accounts-invoices@enquest.com ✓ For HR-related invoices – accounts-hr@enquest.com • Invoices sent by post (Royal Mail) or via an EnQuest employee will NOT be processed. • Invoices and relevant supporting documents such as proof of delivery, any third party invoices related to expenses and milestone certificates are required to be emailed as a single file in PDF format with a maximum size of 10 MB. (ZIP files NOT accepted) • All documents should be clear and readable • We require one invoice per email with the invoice number in the subject line. 	<p>Credit Notes</p> <ul style="list-style-type: none"> • Related invoice/purchase order should be quoted on credit note. • Do not issue partial credit notes against rejected invoices.
<p>A valid invoice must include the following details:</p> <ul style="list-style-type: none"> • Bill To: EnQuest Heather Limited • Supplier Name, Supplier VAT Registration No. Supplier Address and Contact Details, Bank Details (Swift and IBAN in case of foreign payments), remit-to address • Unique invoice number and invoice date • Enquest Purchase Order number (with sufficient funds), line item number and line item description • A description and price amount (excluding tax) for each individual charge • The invoice currency must match the currency on the Purchase Order • Unit of measure (in the same UOM as the PO) and unit price (in the same currency as the PO) • Price amounts that match the line item amounts listed in the Purchase Order • Invoice subtotal amount (pre-tax) • Total invoice amount (subtotal amount + tax amount) • Tax conversion if the currency is NOT GBP • EQ Business Contact name 	<p>Purchase Order</p> <ul style="list-style-type: none"> • If you don’t have a valid PO number (PXXXXXX) or your PO does not have enough funds to cover the amount of your invoice, please contact your EnQuest Buyer/Contact prior to submitting your invoice to avoid delays in processing. • Commence work or deliver the goods only after receiving a valid PO • Please ensure ALL changes to the PO (e.g. price, quantity) are agreed with your EnQuest Buyer/Contact prior to invoice submission.
<p>Rejected Invoices</p> <ul style="list-style-type: none"> • If due to Insufficient PO and Price Mismatch, always contact the Buyer to request for PO uplift or amendment. Invoice should only be resubmitted once revised or when new PO is received. • If due to any other reasons, always refer to the rejection email for instructions. <p>Note: Payment terms begin upon receipt of resubmitted invoice.</p>	<p>Payment Terms</p> <ul style="list-style-type: none"> • Our method of payment is electronic (BACS and CHAPS) • Standard payment terms are 30 days from receipt of a valid invoice and all required documentation unless otherwise specified in the contract. • Funds will be transferred to your account within 3 working days after the date of remittance advice.
<p>Contact Information</p> <p>Send an email to accounts-queries@enquest.com</p> <ul style="list-style-type: none"> • For payment status and issues/ statements of account • For changes to a vendor account, including company address, remittance email address and banking information 	

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4.2 Sample of a Perfect Invoice

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

TOTAL GBP £ 1,743.60

If you have any questions concerning this invoice, contact xxx

THANK YOU FOR YOUR BUSINESS!

5.0 Attachment 1 – EnQuest Code of Conduct



ENQ-COR-MC-COC-00001.pdf