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WEATHERFORD SUPPLIER INVOICE REQUIREMENTS KIT

INTRODUCTION

This Supplier Invoice Requirements Kit replaces and supersedes any and all previous Supplier Invoice Requirements Kits and/or invoicing instructions from Weatherford International Plc, its subsidiaries, and affiliates (collectively, “Weatherford”) as per the Effective Date listed in the Appendix under “Invoice Requirement Effective Date by Country”. Nothing contained in this Supplier Invoice Requirement Kit shall be construed to modify the terms and conditions of an existing, active written contract (as defined below) under which goods and services are provided to Weatherford.

This Supplier Invoice Requirements Kit outlines the mandatory requirements for all invoices submitted to Weatherford. Adherence to these requirements will enable timely processing of all invoices and on-time payment. Failure to meet any of the requirements stated below will result in the rejection of an invoice and a delay in payment. Additionally, statements, delivery tickets, commercial invoices, or other similar documents are not considered invoices and will not be processed for payment.

Any specific or more stringent local invoicing requirements may exist due to country regulatory and compliance laws or public policy and must be adhered to. To review country specific requirements, please see the “Country Addendums for Invoice Requirements” at the end of this Kit.

DEFINITIONS

CONTRACT Active Master Service Agreement, Master Purchasing Agreement, or any other type of written procurement and/or pricing agreement including Purchase Orders.

NON-PO INVOICES: typically contain charges for services. For a list of Non-PO services reference the Weatherford Buy to Pay Matrix that can be found on the Guidelines for Weatherford Suppliers webpage under the Frequently Asked Questions section.

PO INVOICES: total or partial charges related to the delivery of goods or items included in a preexisting, approved, and accepted purchase order.

FREIGHT INVOICES: contains transportation charges. If your company provides Weatherford with transportation services **as the main service**, then you are most likely a carrier or freight forwarder and should follow the additional instructions related to Freight.

COMBINATION FREIGHT AND NON-FREIGHT INVOICES: If you provide Weatherford with a combination of freight and non-freight services or products, please invoice these charges separately and follow the submission requirements indicated in this document. If the split of the freight and non-freight charges is not possible, the main (highest value) item invoiced will determine if it is a freight or non-freight invoice. **If freight is a separate line item on your invoice but it is accessorial to the products or services you provide to Weatherford, it is not considered a freight invoice.** Proof of delivery for the freight line item must still be provided as specified in this document.



INVOICE REQUIREMENTS

Specific supplier categories may be exempt from submitting an invoice through the centralized inbox due to the nature of their service. Full and complete information is still required to be submitted for these categories. These categories include:

- Government and / or Tax including Permits and Customs
- Utility
- Travel Services when managed by a Travel expense management system
- Legal Services when managed by a Legal expense management system
- Freight Services when managed by the Oracle Transportation Management system (OTM)

All invoices submitted to Weatherford must include the requirements outlined below and a checklist is available in the [Appendix](#) for both PO and Non-PO Invoices.

A completed **Non-PO Requirements Form or Non- PO Requirements Form Number** (Number Format: NPxxxxxx) obtained from your Weatherford representative is **required to be included** when submitting for all Non-PO Invoices. Handwritten forms will not be accepted.

1. **Supplier's full legal company name, physical and remittance address** – Complete Company name, physical and remit-to address.
2. **Document labeled as either "INVOICE" or "CREDIT" or "DEBIT NOTE"**.
 - **For a credit** – Reference the original invoice number and billing period start/end dates, unless the credit relates to an annual rebate or other types of credits where no specific invoice is being referenced.
3. **Supplier invoice number** – Unique number assigned by the supplier.
4. **Invoice date** – Date the invoice was generated (on or after the date of delivery or service completion).
5. **Valid Weatherford sold-to, ship-to, and send invoice to location** – The send invoice to location should be the centralized inbox and is not the same as the sold-to location.
 - **For non-PO invoices** – The fields are populated in the Non-PO form. Attach the completed Non-PO Requirements Form or provide the Non-PO Requirements Form number on the face of the invoice to comply.
6. **Full legal Weatherford name and product line/division** – The invoice must include the proper legal entity name under which the cost will be booked. (e.g., Weatherford Canada LTD. – Wireline division).



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- **For non-PO invoices** – The fields are populated in the Non-PO Form. Attach the completed Non-PO Requirements Form or provide the Non-PO Requirements Form number on the face of the invoice to comply.
7. **Contract reference (if applicable)** – Master Service Agreement, Master Purchasing Agreement, or any other types of procurement agreement and/or pricing agreement reference or ID number. This number can be acquired by contacting the appropriate Weatherford Supply Chain Representative.
 8. **Weatherford Buyer contact information** – Full name and branch plant number for the Weatherford representative.
 - **For non-PO invoices** – The fields are populated in the Non-PO Form. Attach the completed Non-PO Requirements Form or provide the Non-PO Requirements Form number on the face of the invoice to comply.
 - **For Freight invoices** – Buyer (or Service requester) information should be provided on the face of the invoice.
 9. **Itemized description of goods and/or services** – Include part number, quantity, unit of measure, and total price as stated in the Weatherford purchase order (“PO”).
 10. **Total amount due** – Include currency code if different than originating country currency (e.g., UK supplier billing in US currency).
 - **Price** – Cost per item and extended cost as outlined in the PO and/or any contract/agreement.
 - **Additional Fees** - Price CAN NOT be greater than the PO Price for EACH Line/Item on the PO. The sum of the line items must equal the Sub-Total of Invoice. Any additional charges not on the PO are unauthorized and may result in the rejection of an invoice and a delay in payment. Please request an updated PO from your Weatherford representative with any additional freight or tax lines.
 - **Tax amounts (IVA, GST, HST, VAT, BTW etc.)** – Must be shown as a separate line item on the invoice with the related percentage or rate being applied.
 - **Freight** – Should be submitted and billed on a separate invoice. If that is not possible, it must be shown as a separate line item on the invoice.
 11. **PO number** – The PO number must be included on the invoice. One invoice should have only one PO.
 - **For non-PO invoices** – Attach the completed Non-PO Requirements Form or provide the Non-PO Requirements Form number on the face of the invoice to comply.
 12. **Proof of delivery (POD)** – Invoices require proof of receipt / delivery prior to processing an invoice. Do NOT issue any invoices prior to the goods or services being delivered. Below are details of what constitutes proof of delivery for the different supplier categories.
 - For Freight - All Logistics / Freight require a Bill of Lading (BOL), Waybill (AWB/SWB/etc.), and/or signed delivery ticket as Proof of Delivery (POD).
 - For Goods - Duly signed delivery/loading note or receipt traveler by a Weatherford employee or Weatherford designated carrier will be required upon delivery.



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- For Rentals & Services - All Services require POD (signed work order, field ticket, receipt traveler or acknowledgment of receipt by a Weatherford employee) attached to the invoice.
- The below Service categories are excluded from the POD requirement:
 - **Corporate Consultants (Legal, Tax, Finance, HR)**
 - **HR Services**
 - **Travel Services**
 - **IT Services**
 - **Government and / or Tax**
 - **Utility**
 - **Facility Rent / Lease**
 - **Insurance**

ADDITIONAL FREIGHT SPECIFIC INVOICE REQUIREMENTS

The above requirements listed in the “Invoice Requirements” section should also be followed. The below requirements are in addition to a standard invoice.

1. **Shipment Reference information** - Include reference provided by Weatherford service authorized Logistic requestor. Please use the Shipment Reference Number (i.e., WIN number), as the unique identifier for the shipment where available.
2. **Dates as applicable** - Including pick up date, departure date, arrival date, and delivery date.
3. **Mode of Transport and Service Level** - Options include Air Premium, Air CONSOL, Ocean LCL, Ocean FCL, Trucking LTL, Trucking FTL, Hotshot, etc.
4. **Incoterms** - for international movements (e.g., DAP ‘Houston’ Incoterms 2020).
5. **Additional Itemized description of goods and/or services** – In addition to the standard requirements, ensure it includes weight and/or volume, unit of measure and total price matching the Master Service Agreement/Price Agreement or Approved Quote from Weatherford granted by an authorized Logistic requestor prior to movement
6. **Proof of Approval** – Weatherford authorized logistics requestor approval made prior to movement on any charge billed to Weatherford that is not included in contract and/or price list.
7. **Commercial Invoice** – required for any cross-border transaction

FAILURE TO COMPLY WITH INVOICE REQUIREMENTS



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The supplier is solely responsible for submitting an accurate and complete invoice that meets all requirements as stated in this document. Failure to meet any of the requirements stated above will result in the rejection of an invoice and a delay in payment.

If an invoice is missing any of the requirements above, contact the Weatherford representative who authorized the goods and/or services immediately to obtain the respective information. If there are any additional charges not listed on the PO, please request an updated PO from the Weatherford representative prior to invoice submission.

Invoices not meeting the outlined invoice requirements will be returned with a notice stating the reason(s) for rejection. It is the supplier's responsibility to re-submit the invoice with the necessary corrections.

If the supplier has a non-monitored invoice system, contact the appropriate HelpDesk mailbox listed below in "Where to Get Help" to notify Weatherford of the alternate email box to send rejections.

INVOICE SUBMISSION

All invoices should be submitted electronically (excluding where tax or legal requirements state a paper invoice is mandatory) to a unique inbox set up specifically for receiving invoices for that country. Please see Weatherford's [Supplier Guidelines website](#) and scroll down to the Invoice Submission Methods under "How can I submit an invoice for payment?". Click the plus (+) sign and select country from inside the "Select the appropriate country mailbox to submit invoices electronically." The pop-up window will show the email address to be used for invoice submission for that country.

Special Instructions:

- Only include **one invoice per PDF** attachment, unzipped
- **One invoice/attachment per email** is required. **Each** attachment must contain **one invoice and all** associated supporting documentation for that invoice only.
 - Email size **cannot exceed 10 MB**.
 - The invoice should be the first page of the pdf with all supporting documentation following.
- Do not include more than one PO per invoice
- Do not send duplicate invoices, unless requested by Weatherford Supplier Relations Team, as internal controls and procedures may prevent payment of either invoice.
- Manual alterations of an invoice are not allowed.

PAYMENT TERMS

Invoices cannot be submitted until the agreed upon goods are delivered and/or services completed as per the terms and conditions of the existing agreement. It is recommended that invoices be submitted to Weatherford



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within seven days of delivery of goods and/or services. Payment terms will commence upon Weatherford review and acknowledgement of a compliant invoice.

PAYMENT METHOD

Weatherford is converting to electronic method (ACH/EFT/Wire) for all payments. Contact the respective country Supplier Relations team listed in the below table “Where To Go For Help” to submit changes to supplier information.

CHANGES TO SUPPLIER INFORMATION

Contact the respective country Supplier Relations team listed in the below table “Where To Go For Help” to submit changes to supplier information (physical or remit-to address, contact names, etc.).

WHERE TO GO FOR HELP

Questions can be submitted to the respective Supplier Relations Team email addresses below.

Country	Email Address
Algeria	supplier.relationsASE@weatherford.com
Angola	supplier.relationsANG@weatherford.com
Argentina	supplier.relationsABC@weatherford.com
Australia	supplier.relationsASA@weatherford.com
Bahrain	Payables.SaudiNV@Weatherford.com
Bangladesh	supplier.relationsASA@weatherford.com
Bolivia	supplier.relationsABC@weatherford.com
Brunei	supplier.relationsASA@weatherford.com
Cambodia	supplier.relationsASA@weatherford.com
Cameroon	supplier.relationsfwaf@weatherford.com
Canada	supplier.relationsteam@weatherford.com
Chile	supplier.relationsABC@weatherford.com
China	Cnfin.payable@weatherford.com
Colombia	Supplier.RelationsCPV@weatherford.com
Congo	supplier.relationsfwaf@weatherford.com
Denmark	supplier.relationsDK@weatherford.com
Ecuador	Supplier.RelationsCPV@weatherford.com
Egypt	supplier.relationsASE@weatherford.com
Gabon	supplier.relationsESafrica@weatherford.com
Germany	supplier.relationsGER@weatherford.com
Greece	Supplier.RelationsGRE@weatherford.com
India	Supplier.relationsIN@weatherford.com
Indonesia	supplier.relationsASA@weatherford.com
Iraq	supplier.relationsASE@weatherford.com



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Israel	supplier.relationsISR@weatherford.com
Italy	supplier.relationsITL@weatherford.com
Kenya	supplier.relationsESafrica@weatherford.com
Kuwait	supplier.relationsKUW@weatherford.com
Malaysia	supplier.relationsASA@weatherford.com
Mexico	supplier.relationsMX@weatherford.com
Morocco	supplier.relationsASE@weatherford.com
Mozambique	supplier.relationsESafrica@weatherford.com
Myanmar	supplier.relationsASA@weatherford.com
Netherlands	supplier.relationsNL@weatherford.com
New Zealand	supplier.relationsASA@weatherford.com
Nigeria	supplier.relationsNIG@weatherford.com
Norway	supplier.relationsNO@weatherford.com
Oman	supplier.relationsASE@weatherford.com
Pakistan	supplier.relationsASE@weatherford.com
Papua New Guinea	supplier.relationsASA@weatherford.com
Perú	Supplier.RelationsCPV@weatherford.com
Philippines	supplier.relationsASA@weatherford.com
Qatar	supplier.relationsASE@weatherford.com
Romania	supplier.relationsROM@weatherford.com
Saudi Arabia	Payables.SaudiNVJ@Weatherford.com
Singapore	supplier.relationsASA@weatherford.com
South Africa	supplier.relationsESafrica@weatherford.com
Spain	supplier.relationsSPN@weatherford.com
Tanzania	supplier.relationsESafrica@weatherford.com
Thailand	supplier.relationsASA@weatherford.com
Trinidad And Tobago	supplier.relationsteam@weatherford.com
Tunisia	supplier.relationsASE@weatherford.com
United Arab Emirates	supplier.relationsASE@weatherford.com
Uganda	supplier.relationsESafrica@weatherford.com
United Kingdom	supplier.relationsUNS@weatherford.com
United States	supplier.relationsteam@weatherford.com
Venezuela	Supplier.RelationsCPV@weatherford.com
Vietnam	supplier.relationsASA@weatherford.com
Yemen	supplier.relationsASE@weatherford.com



COUNTRY ADDENDUMS FOR INVOICE REQUIREMENTS

Country	Supplier Instructions
Algeria	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address/mailbox. The email sent to the mailbox must be printed and submitted along with the original invoice as a proof that the invoice has been submitted electronically. <u>Payment will be released only after physical receipt of original invoices.</u>
	Local Supplier Tax Registration number must be visible on all invoices. Weatherford Tax Registration number must also be shown.
Angola	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address/mailbox
Argentina	The following supplier categories should submit original invoices in paper format to local office upon request: Those who perform Manual Invoices, Utilities, Insurance, Taxes, and Customs.
	Health Insurance Invoices are an exception to these requirements and should be submitted directly to the Weatherford Human Resources office.
	Domestic Freight should be submitted with a Purchase Order for this country.
Australia	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Bahrain	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address.
	The paper format must be submitted to the local office on Tuesdays from 9 AM to 12 AM with proof that a valid, clear electronic version and all supporting documents has already been submitted.
	The Receipt Traveler that is submitted as proof of delivery must have the PO Number in the email subject.
	Non-PO Invoices for Bahrain are an exception to the Invoice Submission method and Non-PO Form requirements in this kit and must follow the Routing System process already in place for approvals.
Bangladesh	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Bolivia	The following supplier categories should submit original invoices in paper format to local office upon request: Facility Services/Rental, Permits, Taxes, Customs, Insurance
	Domestic Freight should be submitted with a Purchase Order for this country.
Brunei	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.



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Cambodia	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Cameroon	Supplier must submit physical original invoices to the local office in addition to electronic version on email.
	Invoice must include supplier's tax identification number and show the taxes separately on the face of the invoice as per applicable tax regime.
Canada	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Chile	The following supplier categories should submit original invoices in paper format to local office upon request: Facility Services/Rental, Permits, Taxes, Customs, Insurance
	Domestic Freight should be submitted with a Purchase Order for this country.
China	Standard government requirements for Tax Fapiao apply. Except for tax expense and government penalty, Tax Fapiao should be provided for all types of business. Any required information listed above which are not allowed to be listed in Tax Fapiao should be stated in a logical order in the body of the email sending the Tax Fapiao and supporting.
	Supplier must submit original invoices in paper format to the local office after receiving email confirmation which confirms the electronic version to the mailbox are accepted. The email sent to the mailbox must be printed and submitted along with the original Tax Fapiao as a proof that the invoice has been submitted electronically. Payment will be released only after physical receipt of original Tax Fapiao.
Colombia	Supplier with electronic invoice and non-electronic invoice should submit physical original invoices and support to the local office as well as submitting the electronic version to the email address for that country. The invoice Reception will only be accepted in the same month as the submission and under the period of time defined in the calendar of the country.
	Suppliers with Non-PO invoices should include in the invoice RSEA number (professional fees), Serengeti number (legal services), GOA number (travel services, HR services, insurance, utilities, customs and international freight), ATL number (Facility Rent / Lease) and Non-PO Form.
	Domestic Freight should be submitted with a Purchase Order for this country
	Supplier Tax ID must be included on all Invoices. An Annex of Tax and Legal requirements suppliers must follow can be provided upon request to the local Weatherford Accounts Payable department.
Congo	Supplier must submit physical original invoices to the local office in addition to electronic version on email.
	Invoice must be in French, include supplier's tax identification number, and show the taxes separately on the face of the invoice as per applicable tax regime.
Denmark	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.



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Ecuador	Supplier with electronic invoice and non-electronic invoice should submit physical original invoices and support to the local office as well as submitting the electronic version to the email address for that country. The invoice Reception will only be accepted in the same month as the submission and under the period of time defined in the calendar of the country.
	Suppliers with Non-PO invoices should include in the invoice RSEA number (professional fees), Serengeti number (legal services), GOA number (travel services, HR services, insurance, utilities, customs, and international freight), ATL number (Facility Rent / Lease) and Non-PO Form.
	Domestic Freight should be submitted with a Purchase Order for this country Supplier Tax ID must be included on all Invoices. An Annex of Tax and Legal requirements suppliers must follow can be provided upon request to the local Weatherford Accounts Payable department.
Egypt	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address/mailbox. The email sent to the mailbox must be printed and submitted along with the original invoice as a proof that the invoice has been submitted electronically. <u>Payment will be released only after physical receipt of original invoices.</u>
Gabon	Supplier must submit physical original invoices to the local office in addition to electronic version on email.
	Invoice must be in French, include supplier's Tax Identification Number, and show the taxes separately on the face of the invoice as per applicable tax regime.
Germany	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Greece	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
India	Supplier should submit original invoices in paper format to the local office as well as submitting the electronic version to the email address.
Indonesia	The electronic invoice submitted to the email address/mailbox shall be digitally/wet signed or a note of "this is an electronically generated invoice, hence does not require signature" together with necessary documents support. Tax invoice format required by regulation shall also be submitted. Receipt Traveler need to be submitted in PO invoices submission to mailbox if not will be rejected. Supplier must submit invoice and VAT invoice only from 1 st – 25 th on the same month, submission after 25 th will be returned and supplier has to re-issue the invoice on the following month. Supplier must submit invoice at latest within 90days from goods receipt/services completed otherwise it is deemed to be write off in the system and no claim is allowed.
Iraq	For Weatherford Drilling Services (WDI) suppliers, Invoices should be submitted directly to the WDI location contact.
Israel	Suppliers should send final legal documents instead of Proforma



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Italy	Suppliers should still comply with government and legislatives requirements submitting the invoices via government tool and at the same time send a copy of the fiscal document and the required attachments as per this document.
Kenya	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Kuwait	Supplier should submit original invoices in paper format to local office upon request.
	For Weatherford Drilling Services (WDI) suppliers, Invoices should be submitted directly to the WDI location contact.
Malaysia	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Mexico	Domestic vendors should submit via the Tax Supplier Portal. Foreign vendors should submit via email.
Morocco	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address/mailbox. The email sent to the mailbox must be printed and submitted along with the original invoice as a proof that the invoice has been submitted electronically. <u>Payment will be released only after physical receipt of original invoices.</u>
Mozambique	Invoices need to be supplied in Portuguese, include both the supplier & Weatherford Tax numbers (NUIT)
Myanmar	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address/mailbox. The email sent to the mailbox must be printed and submitted along with the original invoice as a proof that the invoice has been submitted electronically. The paper format must be submitted to the local Myanmar office with proof that a valid, clear electronic version and all supporting documents has already been submitted. Payment will be released only after physical receipt of original invoices. Local Supplier Name, Tax Registration number and address must be visible on all invoices. Weatherford Tax Registration number, legal entity name and address must also be shown. Local supplier must submit original tax invoice in paper format within 7 days after receive payment.
Netherlands	For invoices outside the Netherlands (EU or non-EU) add the WFT entity VAT number and the suppliers VAT number in the Tax Information.
	All Supplier Exemptions for Netherlands will still use the central mailbox but will not have a Non-PO form as mandatory. Supplier Exemptions listed under Invoice Requirements includes Monthly Subscriptions.
	Suppliers that cannot submit an invoice electronically may submit to the local office who will then scan and submit the invoice on their behalf.
New Zealand	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.



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Nigeria	Invoice must include supplier's Tax Identification Number (TIN)
Norway	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Oman	For Weatherford Drilling Services (WDI) suppliers, Invoices should be submitted directly to the WDI location contact.
Pakistan	For Weatherford Drilling Services (WDI) suppliers, Invoices should be submitted directly to the WDI location contact.
Papua New Guinea	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Peru	Supplier with electronic invoice and non-electronic invoice should submit physical original invoices and support to the local office as well as submitting the electronic version to the email address for that country. The invoice Reception will only be accepted in the same month as the submission and under the period of time defined in the calendar of the country.
	Suppliers with Non-PO invoices should include in the invoice RSEA number (professional fees), Serengeti number (legal services), GOA number (travel services, HR services, insurance, utilities, customs, and international freight), ATL number (Facility Rent / Lease) and Non-PO Form.
	Domestic Freight should be submitted with a Purchase Order for this country Supplier Tax ID must be included on all Invoices. An Annex of Tax and Legal requirements suppliers must follow can be provided upon request to the local Weatherford Accounts Payable department.
Philippines	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Qatar	Invoices must be submitted in a non-editable format (preferably pdf)
	Electronic signature of supplier is mandatory on document
Romania	Local Supplier VAT Registration number must be visible on all invoices
	The invoice should contain the VAT rate or the mention "exempted with right of deduction / exempted without right of deduction / non-taxable or not included in the reverse taxation / taxation base or VAT on receipt" and the amount of tax collected, expressed in RON depending on tax rate
	Invoices must be submitted in a non-editable format (preferably pdf)
Saudi Arabia	Non-PO Invoices for Saudi Arabia are an exception to the Invoice Submission method and Non-PO Form requirements in this kit and must follow the Routing System process already in place for approvals.
	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address.
	The paper format must be submitted to the local office on Tuesdays from 9 AM to 12 AM with proof that a valid, clear electronic version and all supporting documents has already been submitted.



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	The Receipt Traveler that is submitted as proof of delivery must have the PO Number in the email subject.
	Supplier VAT Registration number must be visible on all invoices if the supplier is registered. Weatherford VAT number must also be shown.
Singapore	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
South Africa	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Spain	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Tanzania	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
Thailand	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address/mailbox. The email sent to the mailbox must be printed and submitted along with the original invoice as a proof that the invoice has been submitted electronically. The paper format must be submitted to the local Bangkok office on Wednesday from 2 PM to 4 PM with proof that a valid, clear electronic version and all supporting documents has already been submitted. Payment will be released only after physical receipt of original invoices. Local Supplier Name, Tax Registration number and address must be visible on all invoices. Weatherford Tax Registration number, legal entity name and address must also be shown. Local supplier must submit original tax invoice in paper format within 7 days after receive payment. Original tax invoice must comply Thai Revenue Department regulation.
Trinidad and Tobago	All PO based purchases must submit the "Receipt Traveler" document provided by their Weatherford point of contact
	Supplier VAT Registration number must be visible on all invoices if the supplier is registered
Tunisia	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address/mailbox. The email sent to the mailbox must be printed and submitted along with the original invoice as a proof that the invoice has been submitted electronically. <u>Payment will be released only after physical receipt of original invoices.</u>
United Arab Emirates	Invoices must be submitted in a non-editable format (preferably pdf)
	Electronic signature of supplier is mandatory on document
	Supplier VAT Registration number must be visible on all invoices if the supplier is registered. Weatherford VAT number must also be shown.
	Facility Rent / Leases using the recurring voucher method are excluded.
	For Weatherford Drilling Services (WDI) suppliers, Invoices should be submitted directly to the WDI location contact.
Uganda	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.



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United Kingdom	Standard government requirements for all invoices apply. Supplier must comply to government mandated fields/method in addition to the listed requirements above.
United States	Facility Rent / Leases using the recurring voucher method are excluded.
	Freight Services do not require a Non-PO Form.
Venezuela	Supplier with electronic invoice and non-electronic invoice should submit physical original invoices and support to the local office as well as submitting the electronic version to the email address for that country. The invoice Reception will only be accepted in the same month as the submission and under the period of time defined in the calendar of the country.
	Suppliers with Non-PO invoices should include in the invoice RSEA number (professional fees), Serengeti number (legal services), GOA number (travel services, HR services, insurance, utilities, customs, and international freight), ATL number (Facility Rent / Lease) and Non-PO Form.
	Domestic Freight should be submitted with a Purchase Order for this country Supplier Tax ID must be included on all Invoices. An Annex of Tax and Legal requirements suppliers must follow can be provided upon request to the local Weatherford Accounts Payable department.
Vietnam	Supplier must submit original invoices in paper format to the local office as well as submitting the electronic version to the email address/mailbox. The email sent to the mailbox must be printed and submitted along with the original invoice as a proof that the invoice has been submitted electronically. The paper format must be submitted to the Vietnam office with proof that a valid, clear electronic version and all supporting documents has already been submitted. Payment will be released only after physical receipt of original invoices. Local Supplier Name, Tax Registration number and address must be visible on all invoices. Weatherford Tax Registration number, legal entity name and address must also be shown. Local supplier must submit original tax invoice in paper format within 7 days after receive payment. Original tax invoice must comply with Tax Authority regulation.
Yemen	Supplier should submit original invoices in paper format to local office upon request

APPENDIX



WEATHERFORD SUPPLIER INVOICE REQUIREMENTS KIT

Compliant Invoice Checklist (Purchase Order)

Invoices for PO purchases must include the following information:

1. Supplier's full legal company name, physical and remittance address
2. Document labeled as either "INVOICE" or "CREDIT" or "DEBIT NOTE"
3. Supplier invoice number
4. Invoice date
5. Valid Weatherford sold-to, ship-to, and send invoice to location (where send-to is the central inbox)
6. Weatherford legal name and product line/division (e.g., Weatherford Canada LTD. - Wirelinedivision)
7. Contract reference *(if applicable)*
8. Weatherford Buyer contact information (Full name, Branch Plant number)
9. Itemized description of goods and/or services (part number, quantity, unit of measure and total price as per the PO)
10. Total amount due including: currency type, Tax amounts (IVA/GST/HST/VAT/BTW), and Price (cost per item and extended cost)
11. PO number
12. Proof of Delivery for Rentals & Services required (see definition)

Compliant Invoice Checklist (Non-PO)

Invoices for non-PO purchases must include the following information:

1. Non-PO Requirements Form or Number – provided by Weatherford representative at time of request
2. Supplier's full legal company name, physical and remittance address
3. Document labeled as either "INVOICE" or "CREDIT" or "DEBIT NOTE"
4. Supplier invoice number
5. Invoice date
6. Itemized description of goods and/or services (part number, quantity, unit of measure and total price)
7. Total amount due including: currency type, Tax amounts (IVA/GST/HST/VAT/BTW), and Price (cost per item and extended cost)
8. Proof of Delivery for Rentals & Services required (See definition)
9. Contract reference (if applicable)
10. Valid Weatherford sold-to, ship-to, and send invoice to location – *provided on 'Non-PO Requirements'*
11. Weatherford legal name and product line/division (e.g., Weatherford Canada LTD. - Wirelinedivision) – *provided on 'Non-PO Requirements #'*
12. Requestor employee number, Approver AB number, Branch Plant number – *provided on 'Non-PO Requirements form'*
13. Business Unit, GL Code, Sub Ledger, and Transaction Type – *provided on 'Non-PO Requirements form'*

Compliant Invoice Checklist (Freight)

Invoices for freight purchases must include the following information:



WEATHERFORD SUPPLIER INVOICE REQUIREMENTS KIT

1. Supplier's full legal company name, physical and remittance address
2. Document labeled as either "INVOICE" or "CREDIT" or "DEBIT NOTE"
3. Supplier invoice number
4. Invoice date
5. Itemized description of goods and/or services (part number, quantity, weight or volume, unit of measure and total price matching the Master Service Agreement/Price Agreement or ApprovedQuote from Weatherford granted by an authorized Logistic requestor prior to movement)
6. Total amount due including: currency type, Tax amounts (GST/HST/VAT), and Price (cost per item and extended cost)
7. Bill of Lading (BOL), Waybill (AWB/SWB/etc.), and/or signed delivery ticket as Proof of Delivery (POD) (See definition)
8. Contract reference (if applicable)
9. Valid Weatherford sold-to, ship-to, and send invoice to location
10. Weatherford legal name and product line/division (e.g., Weatherford Canada LTD. - Wireline division)
11. Requestor employee number, Approver AB number, Branch Plant number
12. Business Unit, GL Code, Sub Ledger, and Transaction Type
13. Shipment Reference information - Include reference provided by Weatherford service authorized Logistic requestor. Please use the Shipment reference Number (i.e., WIN number) as a unique identifier for the shipment where available.
14. Dates as applicable - Including pick up date, departure date, arrival date, and delivery date.
15. Mode of Transport and Service Level - Options include Air Premium, Air CONSOL, Ocean LCL, Ocean FCL, Trucking LTL, Trucking FTL, Hotshot, etc.
16. Incoterms - for international movements (e.g., DAP 'Houston' Incoterms 2020).
17. Proof of Approval – Weatherford authorized logistics requestor approval made prior to movement on any charge billed to Weatherford that is not included in contract and/or price list.
18. Commercial Invoice – required for any cross-border transaction



EXAMPLE OF A COMPLIANT PO INVOICE

ABC Company
 123 Apple Street
 Smalltown, TX 12345
 Phone: (123) 456-7890
 REMIT PAYMENT TO:
 P.O. Box 12345
 Nowhere TX, 12345

2 INVOICE / CREDIT

Invoice #	Invoice Date
3 1234	4 4/10/2018
Customer ID	Terms
564	Net 90 Days

BILL TO
 Weatherford US Invoicing
 USAPInvoices@weatherford.com
 Contract Reference: ABC-123-4

SHIP TO
 Weatherford Artificial Lift Systems, LLC
 789 Berry Lane
 Somewhere, TX 12345
 (123)456-7890

SOLD TO
 Weatherford U.S., L.P.
 456 Peach Street
 Everywhere, TX 56789

Purchase Order
 PO # 12345678
 Project Name / AFE # (if given)

Weatherford Buyer Name
 Weatherford Branch Plant #

Description	QTY	UNIT PRICE	AMOUNT
Service Fee	1	200.00	200.00
Labor: 5 hours @ \$75/hr	5	75.00	375.00
New client discount		-50.00	-50.00
SUBTOTAL			525.00
TAX (4.25%)			22.31
Freight (\$)			15.00
TOTAL			\$ 562.31

Thank you for your business!

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



EXAMPLE OF A COMPLETE NON-PO REQUIREMENTS FORM

NON-PO INVOICE REQUIREMENTS	
THIS FORM MUST BE PROVIDED TO THE SUPPLIER AT THE TIME OF REQUEST. HANDWRITTEN FORMS ARE NOT PERMITTED.	
If a supplier receives an order without a Weatherford Purchase Order, the Weatherford Requester is responsible for providing this document, including all information below, to the supplier.	
The supplier is required to submit this document with the non-PO invoice to ensure prompt payment and processing. Failure to comply will result in the invoice being rejected and delayed payment.	
Request / Contact Information	
Form Request #:	NP117636
Form Created Date:	01-Apr-2022
Requester:	john.smith@weatherford.com
Request Date:	01-Jan-2022
Requester Branch Plant:	10189
Supplier Name:	ABC Services
Supplier ID:	3471833
JDE Remark:	
Transaction Type:	OE - Operating Expenses
Approver:	jane.doe@weatherford.com
GL Coding Info	
GL Coding Provided:	Single
Business Unit:	10189
GL / Object Account:	540010
Subsidiary:	
Subledger / E-Node:	780
Sub Type:	S
Weatherford Purchasing Location Information	
Purchasing Branch Plant:	10189
Weatherford Legal Name:	Weatherford International PLC
Weatherford Product Line / Division:	Gas Lift
Weatherford Sold-to location:	104 SIGNAL CIRCLE LAFAYETTE, LA 70508
Weatherford Ship-to location:	104 SIGNAL CIRCLE LAFAYETTE, LA 70508
Weatherford Bill-to location:	Suppliers should submit invoices to the Weatherford country specific inbox provided for that purpose. Please go to the Weatherford Supplier Portal under the Frequently Asked Questions (https://www.weatherford.com/en/supplier-invoicing) to locate the correct inbox.



WEATHERFORD SUPPLIER INVOICE REQUIREMENTS KIT

Invoice Requirement Effective Date by Country

The date below indicates when this policy went into effect by country. If the country is not listed, these requirements have not yet been implemented.

Country	Supplier Requirement Kit Effective Date
Algeria	12-Oct-20
Angola	1-Jun-21
Argentina	20-Apr-20
Australia	15-May-22
Bahrain	15-Jun-20
Bangladesh	15-May-22
Bolivia	20-Apr-20
Brunei	15-May-22
Cambodia	15-May-22
Cameroon	1-Jun-21
Canada	21-Oct-19
Chile	20-Apr-20
China	15-May-22
Colombia	1-Jul-20
Congo	1-Jun-21
Denmark	1-Jun-21
Ecuador	1-Jul-20
Egypt	12-Oct-20
Gabon	1-Jul-21
Germany	1-Jun-21
Greece	1-Jun-21
India	20-Apr-20
Indonesia	15-May-22
Iraq	20-Apr-20
Israel	1-Jun-21
Italy	1-Jun-21
Kenya	1-Jul-21
Kuwait	20-Apr-20
Malaysia	15-May-22
Mexico	20-Apr-20
Morocco	12-Oct-20
Mozambique	1-Jun-21
Myanmar	15-May-22
Netherlands	1-Jan-21



WEATHERFORD SUPPLIER INVOICE REQUIREMENTS KIT

New Zealand	15-May-22
Nigeria	1-Jun-21
Norway	1-Jun-21
Oman	20-Apr-20
Pakistan	20-Apr-20
Papua New Guinea	15-May-22
Peru	1-Jul-20
Philippines	15-May-22
Qatar	20-Apr-20
Romania	15-Mar-21
Saudi Arabia	15-Jun-20
Singapore	15-May-22
South Africa	1-Jul-21
Spain	1-Jun-21
Tanzania	1-Jul-21
Thailand	15-May-22
Trinidad and Tobago	15-Feb-20
Tunisia	12-Oct-20
United Arab Emirates	20-Apr-20
Uganda	1-Jul-21
United Kingdom	20-Apr-20
United States	21-Oct-19
Venezuela	1-Jul-20
Vietnam	15-May-22
Yemen	20-Apr-20