

BUY TO PAY MATRIX FOR EXTERNAL THIRD-PARTY SUPPLIERS

PURPOSE

This document outlines when a Weatherford purchase order ("PO") is required for a given category of goods or services. If a Weatherford employee attempts to purchase goods or services without using a PO, please instruct them to issue a PO before accepting the order. Weatherford is not liable for goods or services purchased without a PO, excluding categories listed in this Buy to Pay Matrix as "Non-PO".

Important note:

Categories marked as PO, require POs to be issued, even if a procurement Contract/Agreement is in place.

	Category	PO	Non-PO
DIRECT	Chemicals		
	All chemicals	X	
	Electrical and Electronics		
	All electrical and electronics	X	
	Heavy Equipment		
	All heavy equipment	X	
	Logistics		
	Courier/Dispatch		X
	Additional Freight charges on an invoice associated to a PO for Services or Goods	X	
	Freight (hotshot, trucking, bulk)		X
	Freight Forwards (air, ocean, trucking)		X
	Customs Brokerage Fees		X
	Machining & Secondary Processes		
	All machining	X	
	Maintenance, Repair, Operation (MRO) items		
	All MRO	X	
	Uniforms and Footwear	X	
	Laundry for: Uniforms, Rags, Carpets	X	
	Expense Tools	X	
	Safety Material	X	
	Welding Supplies	X	
	Supplies - Mfg/Op - Other	X	
	Oil Field Tools & Services (OFT&S)		
	Equipment & Machinery/ Parts & Tools/ Repair & Maintenance	X	
	Operating / Shop Supplies, consumables, tools	X	
	Equipment sub rentals	X	
	Inspection/Testing/Welding/Certification/Calibration/Services	X	
	Fuel and oil	X	
Raw Materials			
All raw materials	X		

	Page 1 of 2	Buy to Pay Matrix (External)				US & CAN
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INDIRECT	Category	PO	Non-PO
	Facilities & Real Estate		
	Repair and maintenance related to corporate or staff housing	X	
	General office maintenance/ad hoc general services	X	
	Security for employee accommodation	X	
	Land, building and office rent (leases)		X
	Utilities – electric, gas, trash pick-up		X
	Fuel Oil		X
	Office Equipment Related	X	X
	Office Supplies	X	X / Pcard
Fleet Management			
	Purchased and Leased vehicles	N/A	N/A
	Vehicle maintenance (Required enrollment on Weatherford Fleet maintenance program)	N/A	N/A
	Fuel and Oil (Required enrollment on Weatherford Fuel Management program)	N/A	N/A
HR Services			
	Physicals – drug and alcohol testing		X
	Employee benefits		X
	Recruitment services		X
Information Technology			
	Laptops, desktops, computer accessories (<\$10K) (P-Card allowed only if (1) Contract/Agreement in place (2) Approved by IT Department (3) Cost of Software is < \$2K)	X	X / Pcard
	Software (P-Card allowed only if (1) Contract/Agreement in place (2) Approved by IT Department (3) Cost of Software is < \$2K)	X	X / Pcard
	All other IT purchases	X	
Marketing Services			
	All marketing services	X	
Professional Services			
	Legal - professional fees (Require enrollment on Weatherford Legal Management System)	N/A	N/A
	Consultant fees (Operations/Project Based)	X	
	Consultant fees for Corporate (Operations/Project Based)		X
	Temporary agencies (Require enrollment on Weatherford Talent Well program)		X
	Registrations, tax matters, audits, inspections, certifications, visas/work permits		X
	Licenses/Permits/Registration/Memberships/Subscriptions		X
	Charitable and non-charitable contributions		X
Telecoms & Networks			
	Communications – cellular, long distance, local charges, answering service		X
	Networks	X	
Travel Services			
	Travel and entertainment (Required enrollment on Weatherford Travel Program)	N/A	N/A
	Travel agencies		X

	Page 2 of 2	Buy to Pay Matrix (External)				US & CAN
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