



# **WEATHERFORD CANADA: FREIGHT PAY AUDIT PROCESS**

FREIGHT INVOICE REQUIREMENTS



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## IMPLEMENTATION OF THE FREIGHT PAY AUDIT PROCESS

In an effort to foster greater process discipline and collaboration with our business partners, Weatherford has enlisted the services of Continental Traffic Services Inc. (CTSI Global) to provide freight invoice audit services.

All invoices for freight services issued in Canada after **September 17, 2018** shall be sent to CTSI- Global. CTSI- Global will be the only point of contact to submit freight invoices and freight invoice inquiries.

We strongly advise you to read the following guidance carefully.

## FREIGHT INVOICES REQUIREMENTS

The following requirements are mandatory for all **freight** invoices submitted to Weatherford Canada Ltd. Complete and accurate information is necessary for payment. Failure to meet any of the following invoice requirements may 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, or other documents are not considered invoices and will not be processed for payment.

Adherence to these guidelines will enable timely processing of your invoices(s).

## FREIGHT VS. NOT FREIGHT INVOICES

- **Freight invoices**– Freight invoices contain transportation charges. Your company provides Weatherford with transportation services as the main service and you are most likely a carrier or freight forwarder.
- **Not Freight Invoices** – Not freight invoices contain charges for products and services not related to the transportation of the goods. Your company provides Weatherford with products or services not related to freight.
- **Combination of Freight and Not-Freight** - If you provide Weatherford with a combination of freight and not-freight services or products, please invoice these charges separately. Freight Invoices must follow this guidance and not-freight invoices must follow the current WFT invoicing process. If the split of the freight and not freight charges is not possible, the main (highest value) item invoiced will determine if it is a freight or not- 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.



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## **GENERAL REQUIREMENTS**

1. **Label the documents with "INVOICE"**
  - In case of credit please follow up directly with your Weatherford Representative.
2. **Include the full Legal Weatherford's name** for the bill to field: Weatherford Canada Ltd.
3. **Supplier name, tax ID, physical and remittance address** – Your complete company name, tax ID, physical and remit-to address and current contact information – including email address
4. **Invoice Date** – Date the invoice was generated
  - Invoice must be generated only when the service has been completed.
5. **Supplier Invoice Number** – Unique number assigned by the supplier.
6. **Line Item Amount and Description** – Invoice line item amount and description matching :
  - Master service agreement/ pricing agreement, or
  - Approved quote from Weatherford
7. **Shipment Information:**
  - Number of units
  - Weight (note whether pound or kilogram)
8. **Exchange Rate** – If the invoice is in a currency different than the pricing agreement.
9. **Total Amount Due** – \*Identify currency type\*
  - Price – Cost per item.
  - Tax Amounts – Must be shown as a separate line item on the invoice with the related percentage being applied.
10. **Shipper and Consignee** – Must show the Shipper and Consignee name and addresses, including Weatherford branch plant Numbers.
11. **Shipper's Reference:**
  - **WIN TMS reference number:** Where a request for transportation service has been done through Weatherford's TMS system (WIN), please quote the WIN Shipment Number (S-xx-xxxxxx), otherwise refer to:
  - Domestic Shipments: Weatherford Sales Order Number/s
  - International Shipments: Weatherford Commercial Invoice number.
  - Shipments from Weatherford 3<sup>rd</sup> Party Suppliers to Weatherford: Supplier Purchase Order number.
12. **Mode of Transport and Service Level** – Air Premium, Air CONSOL, Ocean LCL, Ocean FCL, Trucking LTL, Trucking FTL, Hotshot , Courier Priority, Courier Economy, etc.
13. **BOL Number**
14. **Weatherford Revenue Business Number (RBU)** – Only for international shipments –This information is available in the Weatherford Commercial Invoice ( CI)
15. **INCOTERMS 2010** – **Only for International Shipments** – (Example: FCA ' Edmonton' Incoterms 2010)
16. **Shipment Dates:**
  - Pick up Date – Domestic and International
  - POD Date – Domestic and International
  - Shipment Departure date – International only
  - Shipment Arrival Date – international only
17. **Weatherford Service Requestor Contact Name** – Full name and contact information of the Weatherford representative that requested the service.

## **BILLING PACKAGE**

1. At a minimum, the following back up documents must be included in the billing package;
  - Trucking Shipments: Signed BOL and Weatherford Packing, list, CI, Delivery Ticket, or Packing List for external supplier.
  - International Courier and Freight Forwarders Shipments: Copy of AWB/BOL and Commercial Invoice.

**Invoices submitted without back up documents will be rejected**



## SUBMITTING YOUR INVOICE

All invoices and their back up documents must be submitted directly to CTSI using one of the methods described below. If you have an inquiry regarding payment status of your invoice, please contact CTSI-Global's Carrier Support at 901-888-0070 or file a request for information ticket through Service Desk.

Note: Weatherford Client Number with CTSI: 6146

Method of Transmission	Requirements
Via EDI transmission	<ul style="list-style-type: none"> <li>Format of EDI are X12 documents (110, 210, 310, 410) or CTSI Excel Spreadsheet upload</li> <li>Backup images must be sent the EDI feed via FTP upload</li> <li>FTP must be setup between carrier and CTSI prior to being able to accept images</li> <li>Acceptable document types are PDF or TIFF</li> </ul> <p>Carrier must communicate directly to Weatherford the intention to transmit invoices via EDI.</p>
E-mail	<ul style="list-style-type: none"> <li>Email address: <a href="mailto:images@ctsi-global.com">images@ctsi-global.com</a></li> <li>Acceptable document types are PDF or TIFF</li> <li>One PDF or TIFF attachment should contain ONLY one invoice with the accompanying backup. One e-mail can have up to 10 PDF/TIFF attachments.</li> <li>The e-mail/attachments should contain only a single client/single carrier. Please do not co-mingle clients and/or carriers on a single email submission.</li> <li>The e-mail subject line should contain the client name, carrier name and number of invoices attached to the e-mail. For example: ABC Company AAA Cooper 10 invoices.</li> </ul> <p>Invoices sent by email that don't meet the requirements outline in this document will be rejected.</p>
Mail	<p><b>Mailing Address :</b></p> <p>Weatherford (6146) - CTSI-GLOBAL  5100 Poplar Ave  Suite 1750  Memphis, TN 38137  (901) 766-1500</p>

**Important:** Freight invoices dated after September 17, 2018 and mailed directly to any Weatherford location will NOT be processed.

## PAYMENT TERMS

Invoices cannot be submitted until the supplier completes agreed upon service. For transportation of goods that means that invoicing happens after the goods are delivered to the destination. Payment terms are contingent on the receipt on an accurate and complete invoice, otherwise agreed upon by 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 vendor's responsibility to re-submit the invoice with the necessary corrections.

## FAILURE TO COMPLY WITH FREIGHT INVOICING REQUIREMENTS

It is the obligation of the supplier to produce an accurate and complete invoicing document that conforms to all Weatherford requirements, as highlighted in this document. Failure to comply, can and will delay the processing of the invoices, resulting in possible delay in payment for services and/or goods.



## WHERE TO GO FOR HELP

Questions can be submitted to [carrierrelations@ctsi-global.com](mailto:carrierrelations@ctsi-global.com)/Carrier Hot Line (901) 888-0070. (Weatherford client number with CTSI: 6146)

## CANADA GEOZONE WEATHERFORD REPRESENTATIVE

**Canada Geozone Logistics Manager:** Dairell Stenson

**Email:** [Dairell.Stenson@weatherford.com](mailto:Dairell.Stenson@weatherford.com)

**Tel:** 780-378-8055