



Action Required: Centralized Invoice Submission

Effective 1st June 2021

Dear Supplier,

We are diligently working to update and clarify our invoice submission requirements. The details are outlined in the [Supplier Invoice Requirements Kit \(SIRK\)](#). The updated SIRK and related documents can be found in the [Weatherford Supplier Portal](#).

Additionally, Weatherford is pivoting to centralized inboxes for ALL invoices from Suppliers. To avoid potential disruptions to your business, we are providing the following information to help you understand the upcoming changes to our business processes for invoices dated **1st June 2021 onwards**.

- Suppliers conducting business with a Weatherford entity in the following countries must submit invoices to the related email address as shown below:

Angola	ap.angola@weatherford.com
Cameroon	ap.fwafrica@weatherford.com
Congo	ap.fwafrica@weatherford.com
Denmark	APWEATDEN@weatherford.com
Gabon	ap.fwafrica@weatherford.com
Germany	Germany.Payables@weatherford.com
Greece	ap.greece@weatherford.com
Israel	ap.israel@weatherford.com
Italy	Italy.AccountsPayable@weatherford.com
Kenya	ap.eastsouthafrica@weatherford.com
Mozambique	ap.eastsouthafrica@weatherford.com
Nigeria	ap.nigeria@weatherford.com
Norway	NorwayAccounts.Payable@weatherford.com
Spain	ap.spain@weatherford.com
South Africa	ap.eastsouthafrica@weatherford.com
Tanzania	ap.eastsouthafrica@weatherford.com
Uganda	ap.eastsouthafrica@weatherford.com

- Invoices must be attached to the email in PDF format.
- It is required that you scan one invoice with supporting documents per attachment/PDF, and that you only send one invoice per email.
- You must review all invoices against the updated **SIRK** prior to submitting to your respective centralized inbox. Invoices that do not follow the guidelines outlined in the SIRK and/or do not include the correct supporting documentation shall be returned for correction.
- Please do not resubmit invoices that you have already provided to Weatherford.
- Suppliers should still comply with government and legislative requirements submitting the invoices

Questions?

We sincerely appreciate your support and thank you for your cooperation. If you have any questions, please contact the relevant country Supplier

Relations team at:

Angola	supplier.relationsANG@weatherford.com
Cameroon	supplier.relationsfwaf@weatherford.com
Congo	supplier.relationsfwaf@weatherford.com
Denmark	supplier.relationsDK@weatherford.com
Gabon	supplier.relationsfwaf@weatherford.com
Germany	supplier.relationsGER@weatherford.com
Greece	supplier.RelationsGRE@weatherford.com
Israel	supplier.relationsISR@weatherford.com
Italy	supplier.relationsITL@weatherford.com
Kenya	supplier.relationsESafrica@weatherford.com
Mozambique	supplier.relationsESafrica@weatherford.com
Nigeria	supplier.relationsNIG@weatherford.com
Norway	supplier.relationsNO@weatherford.com
Spain	supplier.relationsSPN@weatherford.com
South Africa	supplier.relationsESafrica@weatherford.com
Tanzania	supplier.relationsESafrica@weatherford.com
Uganda	supplier.relationsESafrica@weatherford.com

Regards,

Weatherford International

