

Shell Upstream Americas (UA) Invoice Requirements (Rev. July 2011)

Shell UA must receive your invoices for delivered goods and completed services within ninety (90) days (or such earlier time as set out in your agreement) of completing the work or you risk non-payment. To be processed for payment, your invoices must meet the following requirements (which are in addition to any other requirements set out in your agreement with Shell UA). If you feel there are conflicts between the within requirements and the requirements set out in your agreement with Shell UA, please contact your Contracting and Procurement representative.

Requirement	Description
1	<p>Include a Shell UA Purchase Order (PO) number on your invoice</p> <p>Invoices for materials and services must reference their respective Shell PO number (10-character number that will be provided by your CP rep). SWEPI PO numbers begin with one of the following prefixes: • 451 • 49</p>
2	<p>Identify a responsible Shell contact on invoices that reference POs beginning with 49</p> <p>POs that begin with 49 cover a broad number of users for many different jobs. Thus you must reference a Shell contact name (e.g. Engineer, Foreman, Supervisor, Manager etc.) on your invoice, so we can obtain proper verification and approval to pay the charges.</p> <p>Note: When Shell verbally initiates work on a PO that begins with 49 the Shell contact name you will need to reference on your invoice may not be the same as the person who requests the work. Clarify with the requestor the name of the Shell contact to be referenced on the invoice.</p> <p><u>Please continue to provide additional information on your invoice to help us process the invoice, such as the work order #, rig name/#, well name/#, Network #, and project name as it helps to ensure on-time payment.</u></p>
3	<p>Use your unique Invoice Number</p> <p>Suppliers must reference their unique invoice number on each invoice.</p>
4	<p>Individually price each material or service item Include summarized total</p> <p>Each item on the invoice must be individually priced, and a summarized total (including sales tax if applicable) must be clearly indicated.</p> <p>Each item must be uniquely identified by: • Description • Quantity • Unit price • Extended value (quantity x unit price)</p>
5	<p>For material POs that begin with 451 - ensure all invoice items originated off Shell's PO</p> <p>Each item on the invoice must be in reference to items from Shell's PO. If Shell personnel verbally request additional items that are not confirmed on the PO, you must validate with the respective buyer that these items are legitimately on the PO before you include them on the invoice. You may receive, or you may request, a confirming copy of the updated PO from your Contracting and Procurement representative. If a material item is not on the PO, do not ship it without confirmation from the CP organization.</p>
6	<p>For POs that begin with 49 - do not include charges to more than one Shell operational group on the same invoice.</p> <p>Unless previously arranged, charges for different operational groups (e.g. Wells and Construction) must be separate and must be on unique invoices.</p> <p>Different Shell operational groups have different PO boxes, support groups and approval routes. Thus, we cannot process invoices that have charges for two different operational groups.</p> <p>As noted in #2, you must specify a Shell contact on any invoice that references a PO beginning with 49. The Shell contact should be able to clarify their respective operational group and the appropriate PO box.</p> <p>Note: POs that begin with 451 already have the operational group identified.</p>

7	Submit credit memos separately from debit memos	Credits must be submitted separately from invoices whether related to materials or services. When submitting credits please reference your original invoice number if applicable. For credits related to materials the credit memo should equal the full value of any returned material (i.e., returned quantity x unit price). If a restocking, refurbishment or inspection charge is applicable you must submit it as a separate invoice.
8	Ensure supplier name on invoice matches name on Shell UA PO	Many suppliers operate under multiple company names for various reasons. To avoid potentially paying the wrong company, the name on your invoice must match the name on the PO. Corporate family names are acceptable so long as the parent name is easily identifiable on the invoice and matches the name on the PO. "Doing Business as" (dba) and "Operating as" (O/A) are acceptable in this respect. Please direct questions about acceptable naming to your CP representative.
9	Always reference the respective Shell UA PO box number on first page of invoice	Shell UA PO box number must be referenced on the first page of each invoice as this determines which operating entity the invoice is for. Only having the PO box number on the envelope is not acceptable as the envelope is discarded when invoice(s) are removed for scanning. Purchase Orders will include the proper "Invoice to" address. If you can't determine the correct PO box, please contact your CP representative Note: Only the front of each page is scanned. If you provide details (e.g. invoice lines, instructions, Shell's approval signatures, etc.) on the back of any page it will not be scanned. Depending on the information on the back of the page, this may cause your invoice to be rejected. Instead, please photocopy the back of the page and attach it as a separate document to help ensure prompt payment.
10	Do not combine charges from multiple Shell companies on a single invoice	Many suppliers provide goods and services to many Shell companies in the Americas. Each legal entity must be invoiced separately. The appropriate legal entity name must be referenced on each invoice. Documentation requirements may vary for each Shell company. Invoicing requirements, including "Invoice to" addresses will vary among Shell companies. If you are unsure which Shell legal entity you are invoicing please contact your CP representative.

Additional points: Invoices may be rejected and returned for various reasons, including business disputes that are not related to the above requirements. This includes insufficient or conflicting data on an invoice (e.g. scratched out hours on timesheets with hand made changes that Shell did not approve).

In general, supporting documents (e.g. delivery tickets, work tickets, time sheets, etc.) should be sent with your invoices to the correct post office box. However, in some cases Shell UA must maintain original hard copies at our sites. In those instances, please do not include these original hard copies with your invoices; rather send them directly to the appropriate Shell representative. If Shell asks for copies of "original" documentation, for example Certificates of Analysis, send the originals to whoever requested them at the Shell site, not to the PO Box addresses.