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General

1. What Centers do these changes impact?

These changes apply to the E&M centers and addresses listed below.

CHPC - Completions Houston Product Center 7030 Ardmore Street Houston, TX 77054, US	KDSC - Katy Drilling Software Center 23500 Colonial Parkway Katy, TX 77493, US	RSLU - Reslink Product Center 1121 Buschong Street Houston, TX 77039, US
CTF - Cameron Test Facility 468 County Road 143 Cameron, TX 76520, US	LPC - Lawrence Product Center 2400 Packer Road Lawrence, KS 66049, US	RTST - Rosharon Testing and Subsea Center 14910 Airline Road Rosharon, TX 77583, US
EFD - Exploration and Field Development Platform One Hampshire Street Cambridge, MA 02139, US	PPCU - Sugar Land Pressure Pumping & Chemistry Center 555 Industrial Boulevard Sugar Land, TX 77478, US	SDR - Schlumberger Doll Research One Hampshire Street Cambridge, MA 02139, US
HCS - Houston Conveyance and Surface Equipment Center 555 Industrial Boulevard Sugar Land, TX 77478, US	PTC - Princeton Technology Center 20 Wallace Road Princeton Junction, NJ 08550, US	SLIC - Schlumberger Limited Industrial Internet Center 200 Gillingham Lane Sugar Land, TX 77478, US
HETG - Houston Enabling Technologies Group 200 Gillingham Lane Sugar Land, TX 77478, US	RCPL - Rosharon Completions Center 14910 Airline Road Rosharon, TX 77583, US	UCS - Unconventional Completions and Stimulations Platform 125 Industrial Boulevard Sugar Land, TX 77478, US
HFE - Houston Formation Evaluation Center 110 Schlumberger Drive Sugar Land, TX 77478, US	RPS - Rosharon Production Services Center 14910 Airline Road Rosharon, TX 77583, US	USTC - Unconventional Software Technology Center 110 Schlumberger Drive Sugar Land, TX 77478, US

2. What is E&M?

E&M stands for Engineering and Manufacturing. We have recently changed the nomenclature from EMS (Engineering Manufacturing and Sustaining) to E&M (Engineering & Manufacturing). “E&M” has replaced “EMS” throughout our organization when referring to the Schlumberger manufacturing centers.

3. What is changing?

US E&M Centers will change from current ERP to new SAP ERP on August 1, 2018. With the move to SAP, E&M AP will be processed by Accenture AP BPO service.

4. We book several divisions for SLB. How do we identify the bookers that follow this new process?

The information on the POs you received should be able to identify which SLB business division you are transacting with. If you are not able to identify, please contact your SLB procurement to confirm. Make sure the E&M Center name & shipping address are reflected on your invoice.

5. When will we get our new SAP vendor number?

Your new SAP vendor number will be printed on the new POs—POs issued after August 1.

6. Will there be any change in part numbers because of the new system?

No. The part numbers will not change.

7. What is Exel Ready to Ship used for? Is it for domestic or international shipments?

Exel is the freight forwarder we use for domestic pick-up. For international shipments, we use Expeditors. Please note that you will not be able to arrange shipment during our system transition (July 28 - August 1, 2018). Our target is minimal business disruption.

8. How can we update our vendor information in your system? We have people that are no longer with our company that need to be removed from your current email listing.

Please contact your SLB procurement representative with the new information and email address. Additionally, we highly recommend establishing a central distribution email address on your server to ensure personnel changes do not affect receipt of your POs, invoices, payments, etc.

Invoice Submission

1. Are there any changes on how to submit an invoice for E&M centers?

No changes. Vendors should continue to send the invoices following the current process.

2. Do Non-PO invoices need to be mailed for payment?

Non-PO vendors should mail invoices to the E&M Centers where services were performed. Please make sure you include the Schlumberger contact on your invoice. If the SLB requester of the services has provided an email address for you to submit invoices, you may do so.

3. How do I submit a PO invoice?

PO invoices should be mailed to E&M AP, 1200 Enclave Pkwy, Houston, TX 77077.

4. Is there an email address to send an invoice?

If you are currently sending your invoice via email to a SLB contact, you may continue to do so.

5. Is it possible to email the invoice instead of sending by mail?

Only if you are currently emailing the invoice to your SLB contact, you may continue to do so. An SAP AP email address will be available later in the year. This will be communicated once it's ready. Until further notification, vendors should continue to send invoices via the current method.

6. Is the Accenture portal, MSP - My Supplier Portal, going away?

No. The Accenture portal will continue to be used by other Schlumberger businesses. E&M Centers listed above do not use MSP and vendors should not submit E&M invoices via MSP.

7. Should invoices be sent to Accenture?

No. Sending E&M invoices directly to Accenture can cause delay in payment or rejection of invoice. E&M invoices should continue to be sent following the current method until further notice.

Supply Chain Portal

1. What is Supply Chain Portal - SCP?

Supply Chain Portal (also known as QAD Supplier Portal or Supply Visualization) is *only* used by E&M Centers. Suppliers will be able to review and acknowledge Purchase Orders as well as download engineering drawings in this system. Supply Chain Portal is not used by any other Schlumberger business.

2. Do we need to have an account created on Supply Chain Portal?

Supply Chain Portal is only used for Suppliers delivering inventory products. Service Providers are not required to have a Supply Chain Portal account.

3. Will we receive a new Supply Chain Portal login through email?

Yes. You will receive an email from us in early August.

Purchase Orders

1. After August 1, will open Purchase Orders from these E&M centers receive new SAP purchase order numbers through the SAP system? Will these POs be re-issued with new SAP PO numbers?

After August 1, all Suppliers with access to SCP will be able to see the new SAP Purchase Order Numbers on SCP for any open Purchase Orders placed by our legacy ERP system. All paperwork, quality documents, and invoices should reference the new SAP PO Number. For Suppliers not on SCP, SLB procurement will email you the new SAP PO numbers cross-referenced to the legacy PO numbers. To prevent duplicated shipment, we will not re-issue any POs to you. These suppliers should continue invoicing against the known legacy PO number if you have not received the new SAP PO number.

2. Will open orders be visible in Supply Chain Portal (SCP) after August 1? If so, when will we receive access to the SCP system to be able to view the open orders?

Yes. In early August, we will distribute new Supply Chain Portal log-ins. You will be able to review and confirm that your POs have been successfully migrated to SAP.

3. What is the future for Supplier Visualization System? Do we continue to use this to keep track of SLB POs?

The system will remain as-is, and you will be able to acknowledge POs for the affected E&M centers.

4. If a PO is not picked up before July 27, should the supplier re-mark the parts to the new SAP PO?

If the components have already been marked with the legacy PO number, there is no need to rework them. SLB will not issue non-conformance during the transition period. Once you have received the new SAP PO numbers, please mark them on the newly produced components.

5. Will we receive the new PO through Ariba?

If you currently receive SLB purchase orders through Ariba, you will receive newly placed purchase orders from the affected E&M centers after August 1. Otherwise, you will not receive new orders through Ariba.

Proof of Delivery

1. Is Proof of Delivery (POD) needed when submitting invoice?

POD is preferred but not mandatory.

2. With the invoices, what is needed as proof of delivery? Our shipments are submitted through Exel so we would not have a signature.

For vendors using our designated forwarder—as soon as it is picked up by freight forwarder, this constitutes a delivery.

Payments

1. Will we get paid for all previous invoices before July blackout?

Yes. These changes do not impact our payment schedule.

2. Will these changes affect payment terms?

No. Your payment terms will not change.

Systems Overview Table

SYSTEM NAME	USED BY	FUNCTION	CHANGES
Supply Chain Portal (QAD Supplier Portal or Supply Visualization)	E&M Centers Only	Supplier PO management and Engineering Drawings download	Yes. New User Login will be emailed out to affected suppliers
Excel Ready to Ship (RTS)	E&M Centers Only	US Domestic Supplier to arrange freight pickup	No
Expeditors OMB	E&M Centers Only	International Supplier to arrange freight pickup	No
Global Traceability Portal (GT Portal)	Schlumberger company-wide	Suppliers register product and print barcode label	No
Ariba Sourcing	Schlumberger company-wide	Suppliers respond to RFQ	New Process for E&M Centers

Ariba Network	Select Schlumberger businesses <i>outside of E&M Centers</i>	Supplier PO Management and Invoices Submission	No. Not used by E&M
MySupplier Portal (Accenture)	Select Schlumberger businesses <i>outside of E&M Centers</i>	Supplier Invoice Submission	No. Not used by E&M

Key Contacts

- For additional information and documentation, please refer to the [North America Suppliers Hub Page](#).
- For any questions, please email nam-psc-ems@slb.com.