

Schlumberger Supplier Webcast



This document contains a recap of the supplier webcasts conducted in February 2019.

Please be advised this may appear in slightly different order, with some additional information to further clarify the changes you can expect when **Schlumberger North America** goes live with **SAP** on **April 1, 2019**.

Agenda

- Introduction
- Vendor Master Data
- Invoice Requirements
- Ariba
- MySupplier Portal
- Oracle Transportation Management

Introduction

Schlumberger is in the process of implementing a single Enterprise Resource Planning (ERP) solution across the entire organization. This new ERP will provide a central platform to allow standardized processes for all Schlumberger entities.

Starting in North America, the new ERP was deployed in M-I SWACO and some Engineering & Manufacturing (E&M) centers. On **April 1, 2019, SAP will be deployed in North America** (U.S. and Canada), which is the purpose for this webcast.

As a valued supplier to one or more of the locations concerned, you are likely to be impacted by this change. To prevent potential business disruption to our supply chain and supplier base, we have hosted webcasts to provide key information related to this transition period.

Introduction

It is important to note, the content provided is for suppliers that are providing product and/or services to our **North America Schlumberger locations: U.S. and Canada.**

This communication is not for M-I SWACO, Schlumberger Ecuador, Smith or Cameron, so please continue to follow the current process for those respective entities.

Vendor Master Data (VMD)

Vendor Master Data

A Schlumberger supply chain representative may have contacted your company to verify your master data we have on file. Accurate data is the backbone of the entire procure to pay process, therefore **to ensure business continuity** at the time of Go Live, please be sure to provide the representative any updates needed for your vendor profile:

- Business Name ♦ DBA Business Name
- Physical Address ♦ Remit To Address ♦ Banking Information
- Accounts Receivable & Procurement Contact Information: Name, Title, Email, Phone Number

Should you have any changes, please reach out to your Schlumberger contact or Supplier Manager.

Vendor Master Data

There will be an ACH “Dollar Test” in which we will complete a test payment to ensure everything is working properly on our side before the first payment in SAP is due. This is expected to occur the week of March 18.

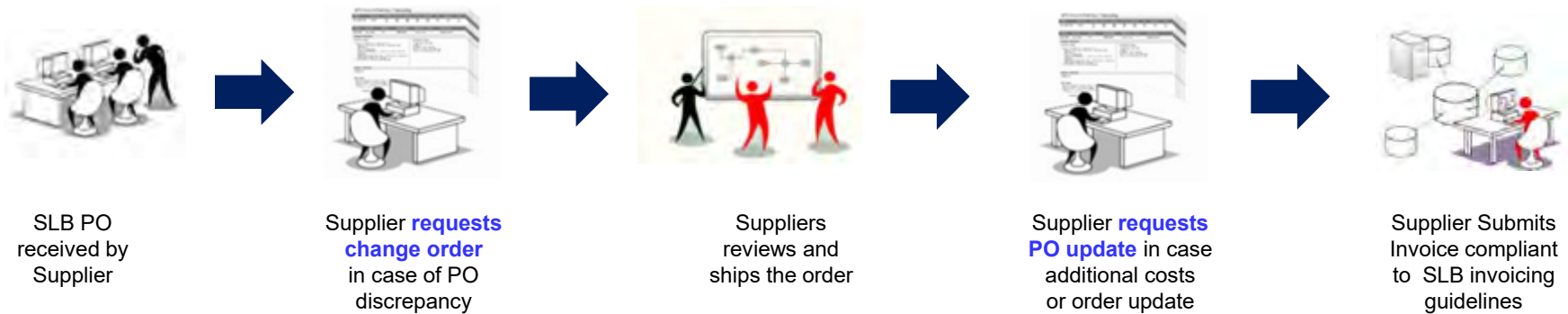
We will need confirmation of the following emailed to VendorPaymentTestR24@slb.com.

- Receipt of the payment: **Yes** or **No**
- Receipt of remittance notification: **Yes** or **No**

Please note the email will not be actively managed until the week of March 18th for the purpose of this test.

Invoice Requirements

Procure to Pay



Procure to pay process will remain the same.

Note: If PO is not reflecting the same item(s)/service(s), cost(s), etc., as the invoice you will be submitting for payment, please make sure to reach out to buyer noted on the PO and request an updated PO to avoid payment delay.

Purchase Order Example

Order contact or Buyer Requestor Name

Schlumberger

Purchase Order

Purchase order number:
 PO Version No:
 Purchase order date: 18 Feb 2019
 Internal Reference:

Sold to: [Legal Entity]

Schlumberger Tech Corp

Supplier:

[SLB PO Contact Section]

Order contact:
 Email: @slb.com

Contact:

Phone:

Requestor Name: Gerardo

Email:

Ship to: [Address Goods/Services Delivered/Received]

Send Invoice to: [Invoice Submission Info]

Schlumberger Technology Corporation
 C/O ACCENTURE/BSS EDM
 PO BOX 696409
 San Antonio, TX 78269, United States
 Or email pdf invoice to SLB-VIM-EMAIL-US@SLB.COM

Payment contact
 Email: slb.finance@accenture.com
 Phone: +1-703-404-9996

Incoterm:

[Header Incoterm - however individual line items may have different Incoterm, review PO carefully]

Payment Terms:

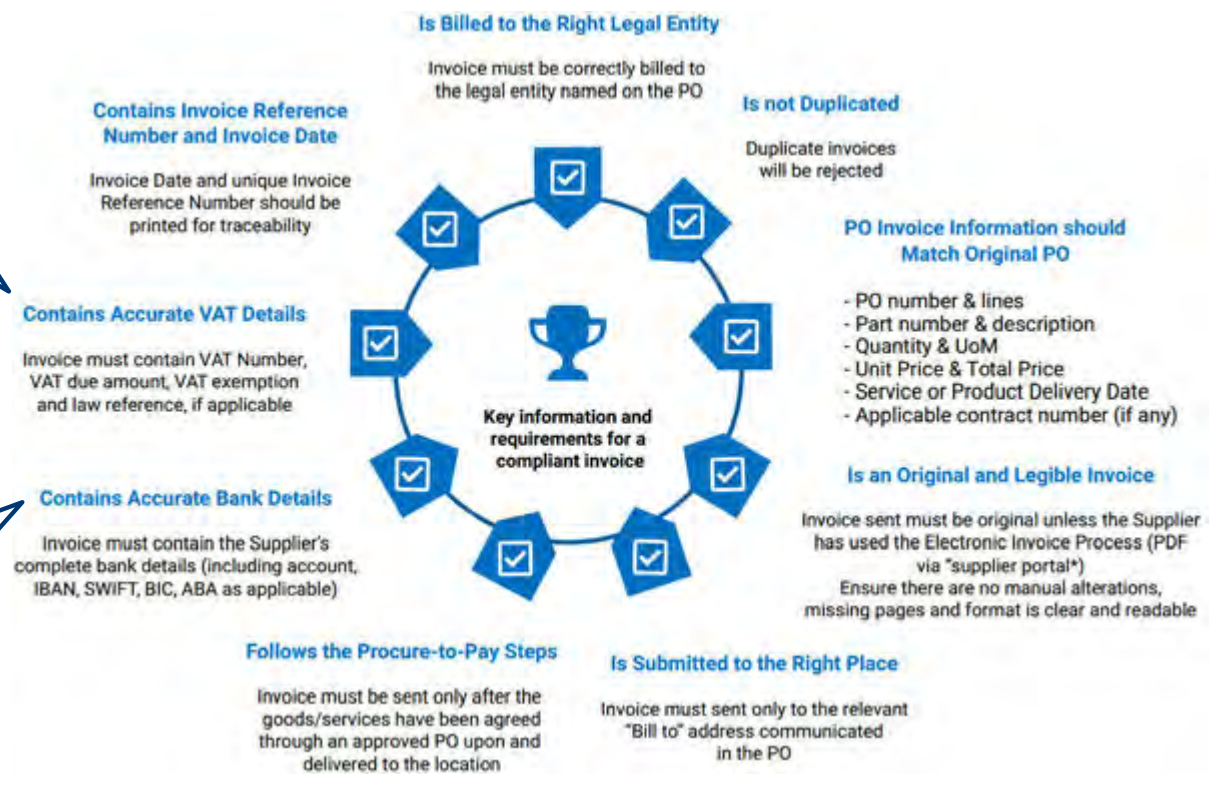
[Header Notes - however individual line items may have different notes specific to product/service, review PO carefully]

Item	Vendor Part No. SLB Part No - Description	Final destination (Country ISO Code)	Quantity	UOM	Packaging Quantity	Unit price USD	Net price USD	Delivery Date
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Invoice Guidelines

Value added tax (VAT) identification number is an identifier used in many countries, including the countries of the European Union, for value added tax purposes.

Bank Details are a must have, however if your vendor master bank details are confirmed as correct and address on invoice matches that in our VMD the invoice may not be rejected.



Invoice Compliance

	Original Document	Invoice Number and Date	Supplier Name, Mailing Address and Phone Number	Accurate VAT (EU Only) and Banking Details	Clear Description of Goods or Services Provided	Bill to Correct <u>Legal</u> Entity	Ship/Deliver To: Address Goods or Services Received	Invoice Submission Method	SLB Requestor or Buyer Name	SLB Requestor or Buyer E-Mail	PO No. PO Line Item No. Part Number Description Quantity UoM ¹ Unit / Total Price ²	Contract or Agreement Number	POD for Goods or Services Attached to Invoice	Cost Center or Project ID and G/L account
Purchase Order Invoice	X	X	X	X	X	X	X	Preference: Ariba Exceptions: Email ⁴ MSP Mail	X Noted on PO as "Buyer Name, Requestor"	X Noted on PO as "E-Mail"	X	Where applicable	Where Applicable	
Non Purchase Order Invoice	X	X	X	X	X	X	X	Preference: Email ⁴ Exceptions: MSP Mail	X Ask requestor at time of request ³	X Ask requestor at time of request ³		Where applicable	Where Applicable	X Ask requestor at time of request ³

Note: No change for invoice submission for TMS, OTM, IntelliTrans, FMS, nVision, Corridor

¹ In the same Unit of Measure as the PO

² In the same currency as the PO

³ It is the responsibility of the supplier to ensure this information is received and either (a) attached to the invoice, OR (b) printed on the face of the invoice

⁴ Effective April 1, 2019

Invoice Submission Order of Preference

Ariba ← Received PO via Ariba

- ✓ Schlumberger is enabled as a customer.
- × If you are not using Ariba, this does not apply to you.
- × If Schlumberger is not enabled as a customer in your Ariba account, this does not apply to you.

Example of Supplier Receiving Purchase Order via Ariba

Scroll towards bottom of e-mail for Process order button

The screenshot shows an email interface with the following elements:

- Header:** SAP Ariba logo and the text "Schlumberger sent a new order".
- Message from your customer:** A grey box containing the text: "Please visit the North America Suppliers Information Hub Page for all Schlumberger communications and Ariba support documentation. For additional questions please see list of contact:".
- Purchase Orders:** A section with a bullet point: "Refer to email ac".
- Invoice and Payment:** A section with the text "For Invoices submitted in..." and a list of bullet points: "Light accounts- C", "Full accounts- C", and "Contact your Sup".
- Attachments:** Two files are shown: "479007_...htm" (29 KB) and "479007_...VO.PDF" (40 KB).
- Sender Information:** "Schlumberger" <ordersender-prod@ansmtp.ariba.com> with a "Show details" link.
- Body Text:** "Schlumberger sent a new Purchase Order 479007..."
- Footer:** A blue "Process order" button and a note: "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>."

Invoice Submission Order of Preference

Ariba ← Received PO via Ariba

- ✓ Schlumberger is enabled as a customer.
- × If you are not using Ariba, this does not apply to you.
- × If Schlumberger is not enabled as a customer in your Ariba account, this does not apply to you.

E-Mail (eff April 1, 2019) ← Received PO via e-mail

- × If Schlumberger has sent you a PO via Ariba, this does not apply to you, please submit invoice via Ariba.

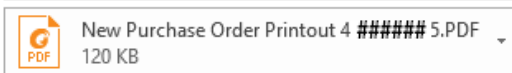
Example of Supplier Receiving Purchase Order

From: BATCH-SU <batch-su@slb.com>

Date: Feb 28, 2019 at 1:01 PM

To: Jay

Subject: New Purchase Order 4#####5 Printout



Dear Supplier: Please review the attached order and acknowledge within 4 working days by responding to the contact information located on the purchase order header.

E-Mail Invoice Submission

Effective **April 1, 2019**, two dedicated emails can be used for suppliers to **submit** an invoice. This information will also be noted on the purchase order.

Invoicing **U.S. entity**: SLB-VIM-EMAIL-US@slb.com

Invoicing **Canada entity**: SLB-VIM-EMAIL-CA@slb.com

Above emails are **not** for invoice inquiry or escalation.

Example for a U.S. entity

Schlumberger Purchase Order

Purchase order number:
PO Version No:
Purchase order date: 18 Feb 2019
Internal Reference:

Sold to: Schlumberger Tech Corp
Supplier:

Order contact: BOG - FES
Email: @slb.com
Contact: USA

Requestor Name: Gerardo
Email:

Ship to: SCHLUMBERGER TECHNOLOGY CORP
SHREVEPORT LA 71108-5241
Send Invoice to: Schlumberger Technology Corporation
C/O ACCENTURE/BSS EDM
PO BOX 696499
San Antonio, TX 78269, United States
Or email pdf invoice to SLB-VIM-EMAIL-US@SLB.COM

Payment contact
Email: slb_finance@accenture.com
Phone: +1-703-404-9996

Incolem : Payment Terms :

Shipping instructions

Item	Vendor Part No. SLB Part No - Description	Final destination (Country ISO Code)	Quantity	UOM	Packaging Quantity	Unit price USD	Net price USD	Delivery Date
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E-Mail Invoice Submission: Do's & Don'ts

Must Have:

- ✓ Single Attachment should be sent in one email.
- ✓ Invoice attachment should be in a PDF only.
- ✓ *Subject & Attachment filename up to **30** characters only.
- ✓ Attachment filename should match email Subject line.
- ✓ Only special character acceptable is underscore “_”

Do Not:

- ✗ Subject line should not contain any spaces.
- ✗ Subject line should not contain special characters (\$,!,@,#,*,/,&,-,etc.)
- ✗ Do not send invoice multiple times.
- ✗ Max email size is 15 mb.
- ✗ Avoid colour, highlights, marking or tick component in the email body or attachment.
- ✗ Avoid zipped files.

Note:

Recommended format for subject and attachment name:

Prefix “INV”_InvoiceNumber_Invoice Date_Abbreviated Vendor Name *

Prefix “CM”_CreditMemoNumber_Invoice Date_Abbreviated Vendor Name *

If sending supporting docs together with the invoice, make sure it is **single** PDF attachment with invoice being on the first page(s).

E-Mail Invoice Submission: Success

Once supplier submits invoice, a notification will be delivered similar to the example below:



Wed 1/30/2019 6:18 PM

SLB-VIM-EMAIL-US <SLB-VIM-EMAIL-US@slb.com>

RE: TEST WITH ATTACHMENT - PDF

To

Dear Sir/Madam;

We confirm that your e-mail was successfully received & loaded into our Accounts Payable workflow application.

Please do not reply to this email.

For any question about your invoice, you may use the following:

ACCN HelpDesk Email slb.finance@accenture.com (English)

ACCN HelpDesk Telephone +1-703-404-9996 (English)

Thanks & Regards,
Schlumberger AP BPO Team

Invoice Submission Order of Preference

Ariba ← Received PO via Ariba

- ✓ Schlumberger is enabled as a customer.
- × If you are not using Ariba, this does not apply to you.
- × If Schlumberger is not enabled as a customer in your Ariba account, this does not apply to you.

E-Mail (eff April 1, 2019) ← Received PO via e-mail

- × If Schlumberger has sent you a PO via Ariba, this does not apply to you, please submit invoice via Ariba.

MySupplier Portal (MSP)

- × If Schlumberger has sent you PO via Ariba, this does not apply to you and you will need to submit invoice via Ariba.

Invoice Submission Order of Preference

Ariba ← Received PO via Ariba

- ✓ Schlumberger is enabled as a customer.
- × If you are not using Ariba, this does not apply to you.
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E-Mail (eff April 1, 2019) ← Received PO via e-mail

- × If Schlumberger has sent you a PO via Ariba, this does not apply to you, please submit invoice via Ariba.

MySupplier Portal (MSP)

- × If Schlumberger has sent you PO via Ariba, this does not apply to you and you will need to submit invoice via Ariba.

Mail if you are unable to use any of the electronic means:

U.S.	Canada
Legal Entity C/O ACCENTURE/BSS EDM PO BOX 696409 San Antonio, TX 78269, United States	Legal Entity PO Box 6930 Station M Calgary, Alberta T2P 2G1, Canada

Invoice Submission Order of Preference: Recap

1. **Ariba** ← Received PO via Ariba
2. **E-Mail (eff April 1, 2019)** ← Received PO via e-mail
 - ♦ Invoicing **U.S. entity**: SLB-VIM-EMAIL-US@slb.com
 - ♦ Invoicing **Canada entity**: SLB-VIM-EMAIL-CA@slb.com
3. **MySupplier Portal (MSP)**
4. **Mail**

Invoice must only be submitted through **one** channel.

If submitted via multiple channels, it may result in rejection or cause payment delay due to manual approval and intervention.

Invoice Submission Status & Payment Status

- ✓ **Ariba** ← Invoice submitted via Ariba
- ✓ **MySupplier Portal (MSP)** ← Invoices submitted in any system
- **SLB.Finance@Accenture.com** ← No Ariba account, nor registered in MSP

Invoice Escalation

Email: slb.finance@accenture.com

Call: +1 703-404-9996

Must provide: Supplier Name • Invoice Number(s)

Include URN number(s) if originally invoice submitted via MSP

(4 business days & still unresolved?)



Email: NAM-PSC-AP@slb.com

Must provide: Accenture ticket number • Supplier Name • Invoice Number(s)

Include URN number(s) if originally invoice submitted via MSP



Ariba

SAP Ariba 

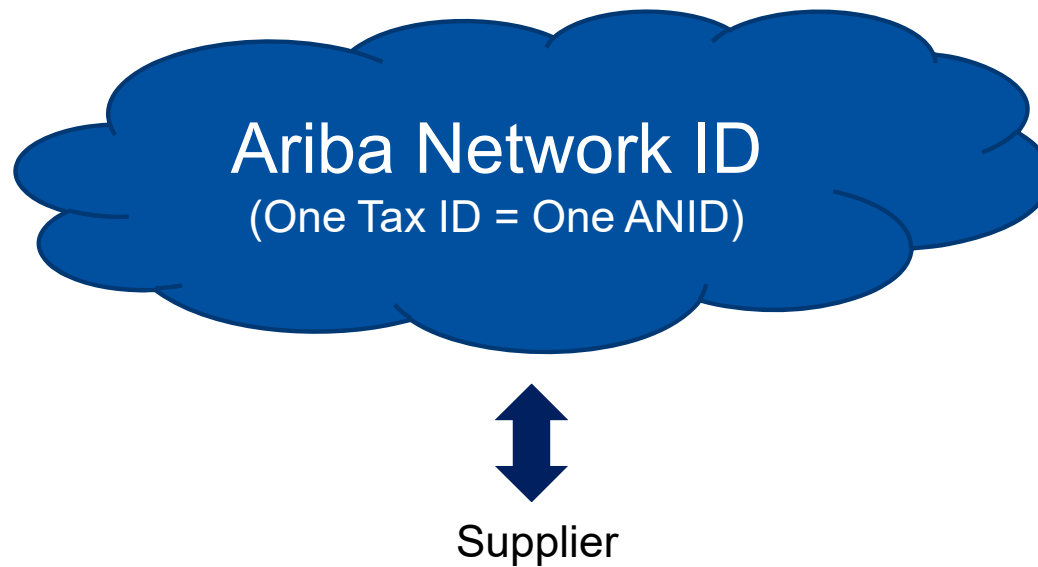
Benefits

Ariba network allows businesses the opportunity to work together more efficiently and effectively on all shared aspects of business commerce: proposals, contracts, orders, invoices, and payments.



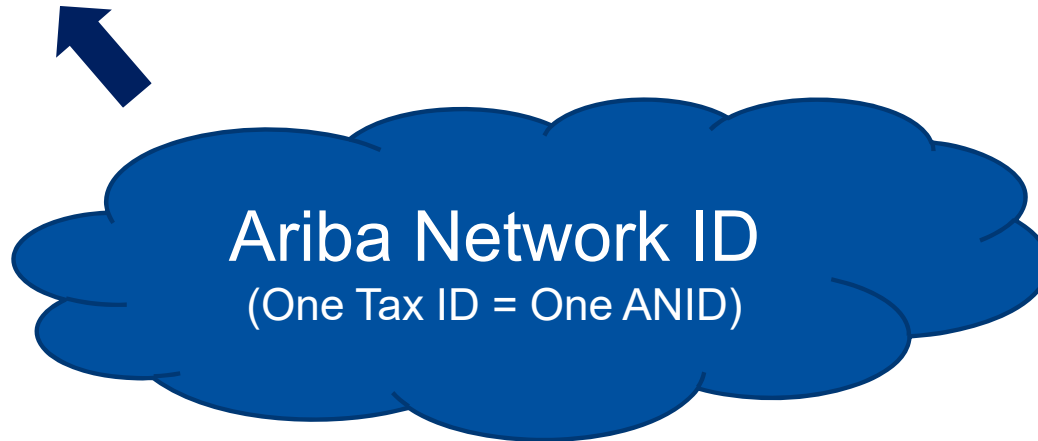
- ✓ Transact electronically which means less paper, and fewer errors.
- ✓ 3-Way match means auto posting, *decreasing time for invoice processing*

Applications



Applications

Registration
Questionnaire



Supplier

Registration Questionnaire Example

Subject: Invitation: Register to do business with Schlumberger by September 28, 2018

Schlumberger

Hello Diana

Please register as a supplier with Schlumberger by September 28, 2018. Registration is free, and it's required before you can do business with Schlumberger.

Schlumberger uses SAP Ariba to do business with suppliers like you.

1. Click Get started to create a supplier account.
2. Answer some questions about your business required by Schlumberger.

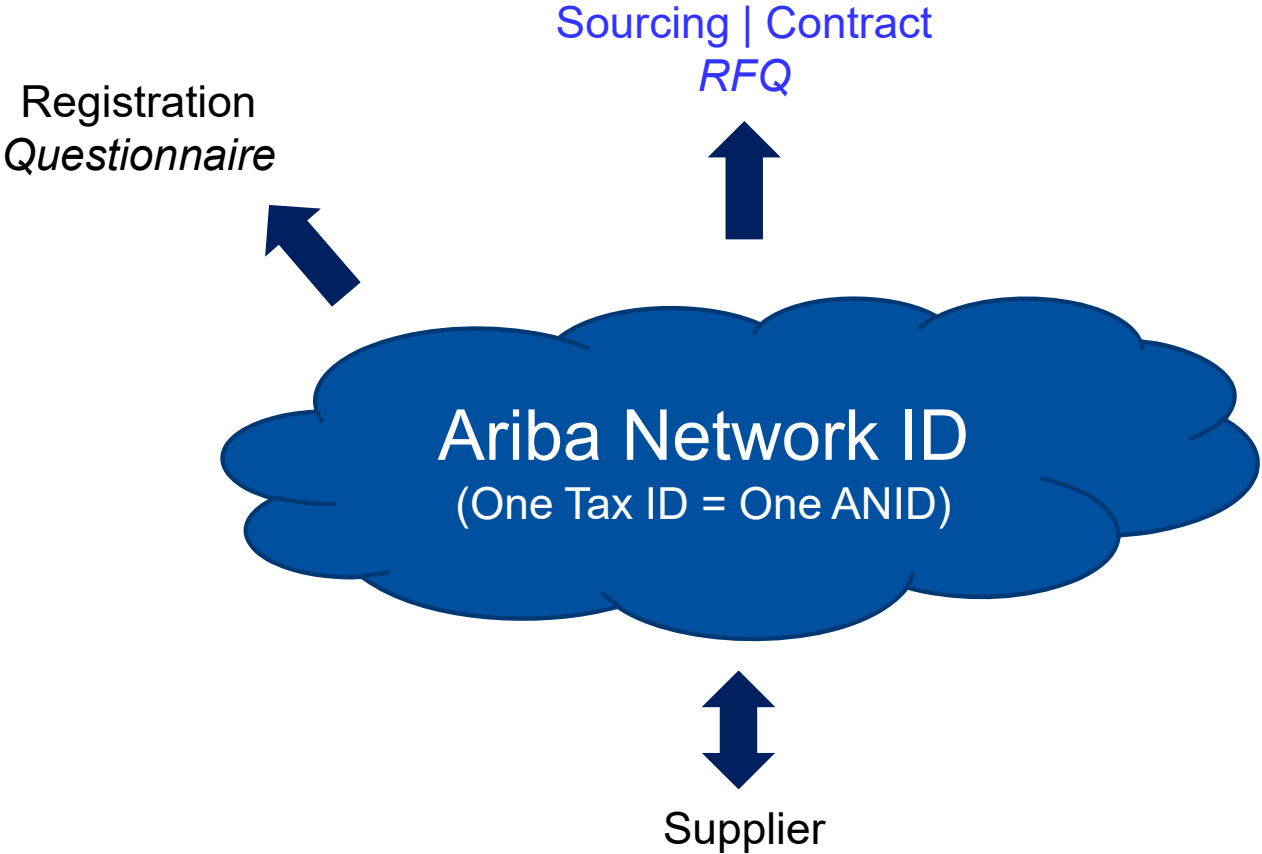
If you already have an SAP Ariba supplier account, you can get started by logging in using that account.

[Get started](#)

Sincerely,
Schlumberger


You are receiving this email because your customer, Schlumberger, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Schlumberger.

Applications



Sourcing (RFQ) Example

Subject: Schlumberger has invited you to participate in an event: RFQ - DERMTS02



WS11838617 - DERMTS02

Dear Eric

Schlumberger has invited you to participate in the following event: RFQ - DERMTS02 - . You may submit responses from Thursday, November 30, 2017 at 9:24 AM, Pacific Standard Time until Thursday, December 7, 2017 at 9:24 AM, Pacific Standard Time.

Please [Click Here](#) to access this event.

If you do not want to respond to this event, [Click Here](#).

Section Below is Applicable to Supplier ONLY:

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

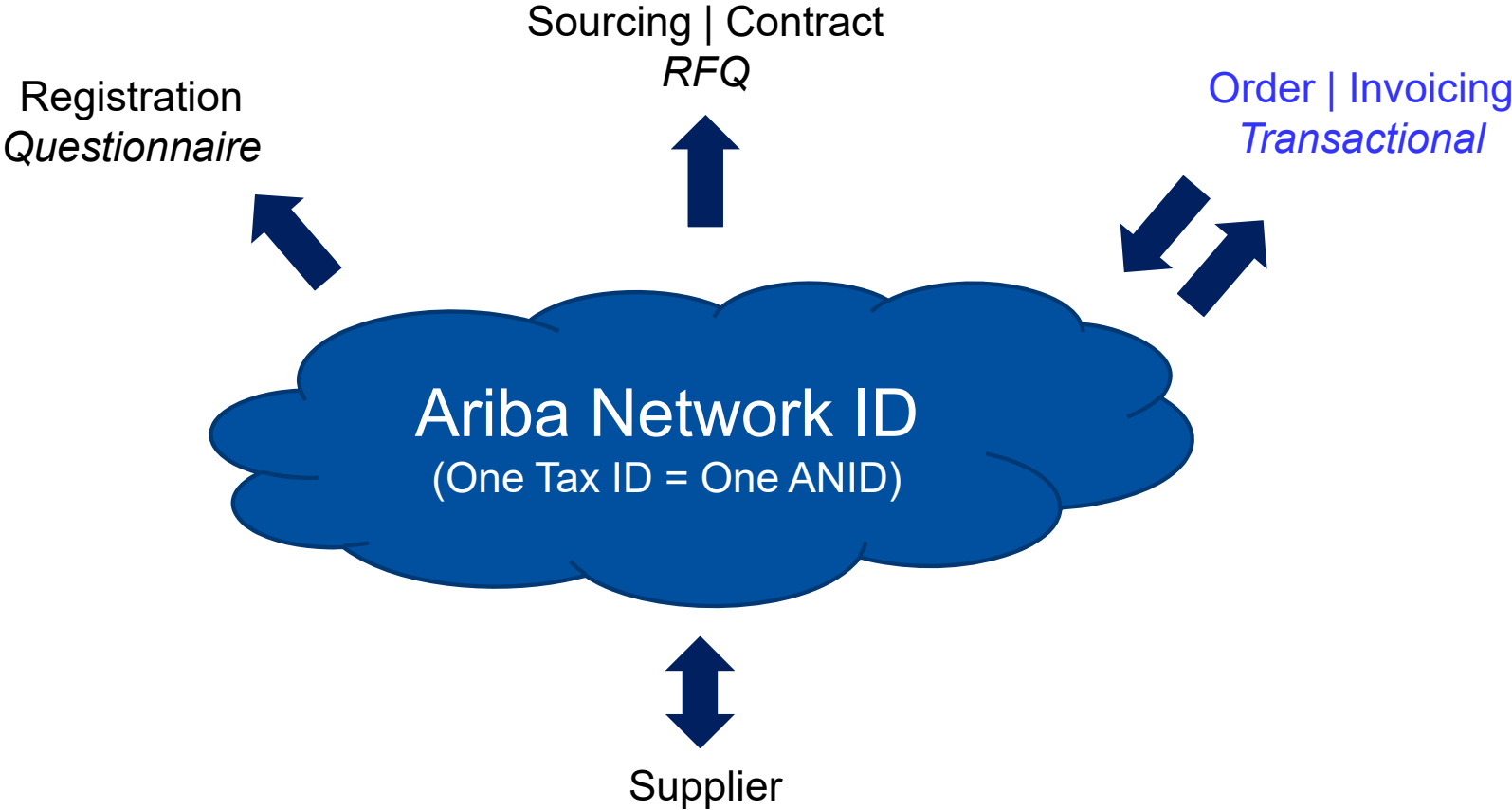
If you have questions about this event, contact _____ via telephone at +1 832 _____ or via e-mail at _____@exchange.slb.com.

Thank You,

Schlumberger

Schlumberger sourcing site: [View Doc11838617](#) / #RFQ - DERMTS02
Kaelm1.schlumberger, Message ID: MS248584336, [Click Here](#)
Roho, Inc. 3420 Wilshire Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Applications



Purchase Order Example

The screenshot shows an email interface with the following content:

- Header:** From: "Schlumberger" <ordersender-prod@ansmtp.ariba.com> | Subject: Schlumberger sent a new Purchase Order 479007...
- Attachments:** 479007_...htm (29 KB) and 479007_..._V0.PDF (40 KB).
- Body:** A blue banner reads "SAP Ariba". Below it, the subject line is repeated: "Schlumberger sent a new order".
- Message from your customer:** A section containing instructions to visit the North America Suppliers Information Hub Page and a list of contact information for Purchase Orders, including a bullet point: "Refer to email address under 'Order Contact' on your Purchase Order PDF attachment".
- Footer:** A blue button labeled "Process order" and a note: "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>".

Scroll down e-mail to find the **Process order** button

Purchase Order Invoicing Example

For all Ariba POs, the invoice must be submitted via Ariba.



Exceptions:

Submit Credit Memo or Non PO via E-Mail or MSP.

Invoice that has been rejected cannot be re-submitted, therefore it will need to be re-submitted via E-Mail or MSP.

Account Types

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none"> ✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices ✓ Check invoice status and create non-PO invoices, if supported by your customer 	<ul style="list-style-type: none"> ✓ Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents.
Catalogs		<ul style="list-style-type: none"> ✓ Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none"> ✓ Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none"> ✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none"> ✓ Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none"> ✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage

Light (free) accounts have been renamed to **standard** accounts.
Full (paid) accounts have been renamed to **enterprise** accounts.

This is a name change only, no change in functionality.

Interested in learning more about Ariba?

Contact your Supplier Manager or SLBAribaSupport@slb.com.

Already have an account with Ariba to transact with other customer(s)?

You are a great candidate to have Schlumberger added as a customer to your existing account. A trading relationship would need to take place, therefore contact your Supplier Manager or SLBAribaSupport@slb.com to get the process started!

Subscription Packages and Pricing Overview

	New Name	New Name	Enterprise			
	Standard ¹	Premium ¹	Bronze	Silver	Gold	Platinum
Subscription Rates	Free	Free	USD \$50 USD /yr	USD \$750 /yr	USD \$2,250 /yr	USD \$5,500 /yr
DOCUMENTS PER YEAR						
Documents per year	Unlimited	Up to 4*	5 to 24*	25-99*	100-499*	500+*
TRANSACTION RATES²						
Document Transactions ³	None	None	.155%	.155%	.155%	.155%
Service Entry Sheet Relationships ⁴	New None	None	.35%	.35%	.35%	.35%
Customer Relationship Cap ⁵	None	None	\$20,000	\$20,000	\$20,000	\$20,000
Document Cap ²	New None	None	\$500	\$500	\$500	\$500
	<ul style="list-style-type: none"> Auto Order to Invoice with PO Flip Mobile App PO, OC, ASN, Invoice, SES 	Standard Plus: <ul style="list-style-type: none"> Portal use PO-Invoice reconciliation and status Catalogs Customer support 	Premium Plus: <ul style="list-style-type: none"> Advanced reporting through Portal Aniba achievement badges Sales opportunity response 	Bronze Plus: <ul style="list-style-type: none"> Integration Express consultation Unlimited cXML and EDI usage Supplier technical support 	Silver Plus: <ul style="list-style-type: none"> Unlimited responses to sales opportunities Basic integration tools eCommerce consultation services 	Gold Plus: <ul style="list-style-type: none"> Dedicated support channel Advanced integration tools Aniba LIVE pass

¹ Standard suppliers may transact Purchase Order, Order Confirmation, Advance Ship Notice, Invoice, and SES documents only. For all other document transactions (catalog, invoice status, goods receipt notice, payment remittance advice) you must have a Premium or Enterprise account. For a complete list of Standard and Enterprise Account Features, visit: <https://support.ariba.com/ariba-network/faq/faq-us-network/oc-supply/faq/subscription-and-pricing>

² Documents included in this count are: purchase order, invoice, service entry sheet, service entry sheet responses.

³ Suppliers transacting under \$50,000 USD per year are not charged fees. Per-document fees are capped at \$500 USD. Currencies are in USD and may differ by region. For all regional amounts, refer to: <https://www.ariba.com/ariba-network/faq/faq-us-network/oc-supply/faq/subscription-and-pricing>

⁴ Document Transactions are defined as PO only or Non-PO Invoices or any combination of the following documents (PO, DC, ASN, Invoice, Invoice Status, Goods Receipt Notice, Payment Remit Advice)

⁵ If a relationship includes Service Entry Sheets (SES), all documents in that relationship will be charged at 0.35%.

⁶ Maximum fees per relationship are \$20,000 USD (plus any applicable subscription fee) except in some countries. For all regional amounts, refer to: <https://www.ariba.com/ariba-network/faq/faq-us-network/oc-supply/faq/subscription-and-pricing>

Support and Escalation

Ariba Help Center

- ✓ FAQ
- ✓ Search...
- ✓ Documentation
- ✓ Support

(Still unresolved?)



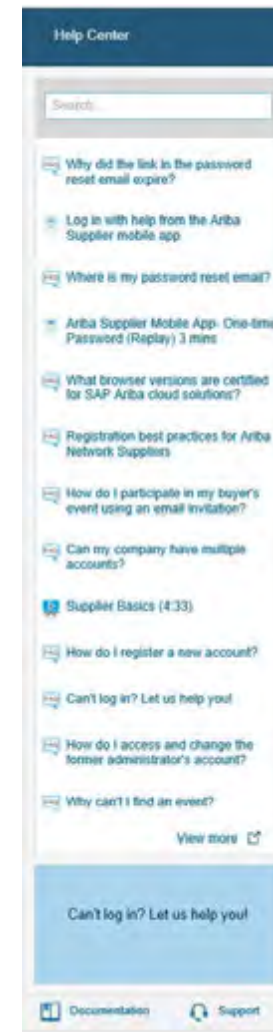
Submit a ticket to Ariba

(Up to 2 Business Days -Still unresolved?)



E-Mail SLB

‘Order contact’ or ‘Buyer’ (noted on PO)
Ask them to escalate to Ariba Sustain/Design team



Supplier
Enablement
Help Desk:
800-974-4899

Customer Support:
You will fill out a
webform from within
your supplier/buyer
account and customer
support calls back.

Reaction Time by Ticket Priority

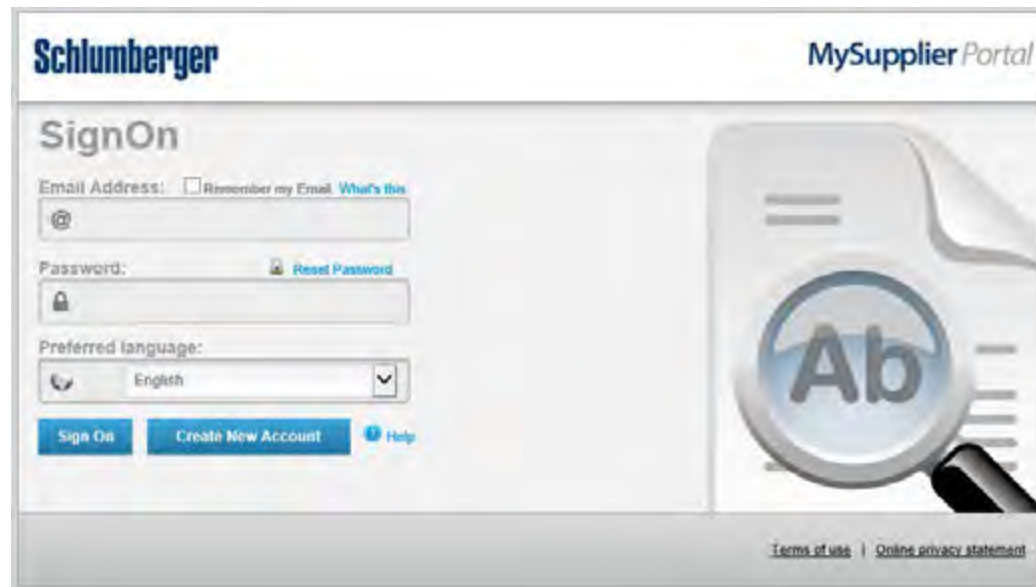
Priority	Definition	Initial Reaction Time	
		Enterprise Support	Preferred Care
P1 Very High	<p>An incident should be categorized with the priority very high if the problem has very serious consequences for normal business processes or IT processes related to core business processes and a work around is not available. Urgent work cannot be performed. This is generally caused by the following circumstances:</p> <ul style="list-style-type: none"> •A production service is completely down. •The imminent system Go-Live or upgrade of a production system cannot be completed. •The customer's core business processes are seriously affected. 	1 hour	1 hour
P2 High	An incident should be categorized with the priority high if normal business processes are seriously affected. Necessary tasks cannot be performed. This is caused by incorrect or inoperable functions in the SAP service that are required immediately. The incident is to be processed as quickly as possible because a continuing malfunction can seriously disrupt the entire productive business flow.	4 hours	2 hours
P3 Medium	An incident should be categorized with the priority medium if normal business processes are affected. The problem is caused by incorrect or inoperable functions in the SAP service.	1 business day	4 business hours
P4 Low	An incident should be categorized with the priority low if the problem has little or no effect on normal business processes. The problem is caused by incorrect or inoperable functions in the SAP service that are not required daily, or are rarely used.	2 business day	8 business hours

MySupplier Portal (MSP)

MySupplier *Portal*

What is MySupplier Portal?

MySupplier Portal (MSP) displays all invoices, and credit memos, that have been processed by our finance center. It takes 24–48 hours for an invoice to get updated in the system after it's receipt via electronic means, or 7–10 business days if received via mail.



The screenshot shows the Schlumberger MySupplier Portal sign-on interface. The page features the Schlumberger logo in the top left and the MySupplier Portal logo in the top right. The main heading is "SignOn". Below this, there are three input fields: "Email Address:" with a "Remember my Email" checkbox and a "What's this" link; "Password:" with a "Reset Password" link; and "Preferred language:" with a dropdown menu set to "English". At the bottom of the form are three buttons: "Sign On", "Create New Account", and "Help". To the right of the form is a graphic of a document with a magnifying glass over the letters "Ab". At the bottom right of the page, there are links for "Terms of use" and "Online privacy statement".

Invoice Submission & Payment Status Views

❑ View Invoice Submission Status

- ◆ Received – In Progress, Pending Approval, Scheduled to Pay, Paid, Rejected or In Exception

❑ View Invoice Payment Status

Invoices & Credits Search Result

Client	Supplier	Invoice / Credit Number	Document Type	PO Number	Invoice / Credit Amount	Currency	Invoice / Credit Date	Due Date	Payment Date	Rejection Reason	URN	Submission ID	Status	Comments	Remittance
SLB	X	X	X	X	X	X	X	X					✓		↩

Received - In Progress Pending Approval Scheduled To Pay Paid In Exception Rejected

Remittance Search Result

Client	Supplier	Document Number	Payment document / BACS Number	Payment Amount	Total Payment Amount	Currency	Payment Date	Invoice
SLB	X	X	X	X	X	X	X	↩

How to Register

- ❑ Go to www.slb.com/resources/supply/supplierinfo/my-supplier-portal-msp.aspx
- ❑ Follow instructions for Registration

The screenshot shows the Schlumberger website's 'My Supplier Portal (MSP)' page. The page features a dark header with the Schlumberger logo and navigation links for Services & Products, About Us, Investors, Newsroom, HSE, Careers, Alumni, and Resources. A search bar is located in the top right corner. Below the header, a breadcrumb trail indicates the current location: Home > Resources > Supply Chain Services > Information for Potential Schlumberger Suppliers > My Supplier Portal. The main content area is divided into two columns. The left column contains a 'Resources' section with a 'For Suppliers' sub-section, listing various documents such as 'Supplier Information Kit', 'North America Logistics Carriers Information', 'North America Suppliers Information', 'My Supplier Portal (MSP)', 'Approval Process for Suppliers', 'Changes in Supplier Status', 'Ariba Sourcing', and 'Contracts and KRIs'. The right column features a 'My Supplier Portal (MSP)' heading, a description stating that vendors' invoices will be directed by Schlumberger for accounts payable processing, and a list of 'Expected Benefits' including better visibility, improved payment cycle, and vendor query handling. Below this, there is a 'Request More Information' button and a 'Related resources' section listing several PDF documents with their respective sizes, such as 'My Supplier Portal (MSP) Instructions (14.71 MB PDF)' and 'Registration (0.47 MB PDF)'.

Oracle Transportation Management (OTM)

Oracle Transportation Management (OTM)

All logistics transactions between carriers and Schlumberger are managed and performed in Transportation Management System (TMS) for North America. We will be shifting to Oracle Transportation Management (OTM) system via Covisint Portal; this is already in place for M-I SWACO.

Visit the **North America Logistics Carriers Information** Hub page for guides on how to perform various functions in OTM.

The screenshot shows the Schlumberger website's "North America Logistics Carriers Information" page. The page features a navigation bar with links for Services & Products, About Us, Investors, Newsroom, HSE, Careers, Alumni, and Resources. A search bar is located in the top right corner. The main content area is titled "North America Logistics Carriers Information" and includes a sub-heading "Important message from Schlumberger to Carriers regarding logistics system used mainly in North America". The text explains that as of Feb 17, 2019, Oracle Transportation Management (OTM) will undergo some functional and visual updates. It states that the invoicing process for international shipments out of NAM will change, and that freight forms will no longer be required. The page also mentions that domestic shipments in NAM will continue to follow the current process. A "Request More Information" button is visible on the right side of the page. Below the main text, there is a section for "LOG025 Carrier Portal Training Module" with a video player and a "Watch Video" button. The video is titled "OTM Carrier Demonstration Video" and is described as a course that explains how to accept or reject a tender and submit invoices, credit notes, and balance due invoices. The video is 27.3 MB in size.

Covisint Portal

There will also be demos as the user interface will change with the upgrade.

You will receive invitations for these demos in March.



Invoice Submission

The following systems will have no changes and continue business as usual:

TMS ← Received tender via Transportation Management System (TMS)

OTM ← Received tender via Oracle Transportation Management (OTM)

IntelliTrans ← Transacted via IntelliTrans

FMS ← Transacted via Fuel Management System (FMS)

nVision ← Transacted via nVision [EM Centers Only]

Invoice Submission: Logistics PO

Should you receive an actual **Purchase Order**:

Ariba ← Received PO via Ariba

- ✓ Schlumberger is enabled as a customer.
- × If you are not using Ariba, this does not apply to you.
- × If Schlumberger is not enabled as a customer in your Ariba account, this does not apply to you.

E-Mail (eff April 1, 2019) ← Received PO via e-mail

- Invoicing **U.S. entity**: SLB-VIM-EMAIL-US@slb.com | Invoicing **Canada entity**: SLB-VIM-EMAIL-CA@slb.com
- × If Schlumberger has sent you a PO via Ariba, this does not apply to you, please submit invoice via Ariba.

Invoice Submission Status & Payment Status

- ✓ **Ariba** ← Invoice submitted via Ariba
- ✓ **MySupplier Portal (MSP)** ← Invoices submitted in any system
- **SLB.Finance@Accenture.com** ← No Ariba account, nor registered in MSP

Reference

Links:

MySupplier Portal (MSP)

<https://www.slb.com/resources/supply/supplierinfo/my-supplier-portal-msp.aspx>

North American Logistics Carriers Information

<https://www.slb.com/resources/supply/supplierinfo/nam-logistics-suppliers-info.aspx>

Ariba: How standard accounts work

For Ariba candidates to view how it will work, or refresher for existing Ariba users.

<https://www.ariba.com/solutions/solutions-overview/services-for-buyers/standard-enablement>

EM Centers

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

Glossary

AN: Ariba Network

ANID: ARIBA Network ID

EDI: Electronic Data Interchange

EM: Engineering & Manufacturing Centers

ERP: Enterprise Resource Planning

GR: Goods Receipt

IR: Invoice Receipt

Legacy: Refers to the system prior to April 1st

MSP: MySupplier Portal

OTM: Oracle Transportation Management

SLB: Schlumberger

TMS: Transportation Management System

VMD: Vendor Master Data