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Quick Start Guide

The objective of this External Supplier Kit is to introduce you to the Schlumberger Procurement Process.

How do you know if this guide concerns you?

The External Supplier Kit is intended to all Suppliers providing goods or services to Schlumberger. As you go through this guide you will find the information you will need in order to follow this process from the transmission of the Purchase Order PO until the conclusion of the Payment process.

There are three ways a PO could be emitted according to the procurement source origin:

1. Field locations/Shared services globally procure via Schlumberger Web Procurement System (SWPS). See Page 6

2. Manufacturing centers procure via MFGPro. See Page 10

3. Smith/MI-SWACO legacy employees procure via Oracle. See Page 10

Once the PO has been acknowledge by any of the means above, the process of Invoicing and Payment is unique, as explained in the pages that follow. From page 9
Introduction

Schlumberger is the world’s leading supplier of technology, integrated project management and information solutions to customers working in the oil and gas industry worldwide.

This Supplier Kit is designated to help you become familiar with the Schlumberger Procure to Pay Process from purchase order to invoice payment.

Schlumberger (SLB) Shared Services Organization provides all of its locations with Supplier management, strategic sourcing, Procurement, logistics and Materials Management. In today’s competitive global economy, strong relationships with Suppliers are more important than ever to meet our end customer’s expectations.

Our mission:

Elevate the competitiveness of Schlumberger through optimal Demand Planning, Strategic Sourcing, Supplier Management, Contracts Management, Material Management and Logistics.

Our preferred Suppliers are those that work with us in a professional, ethical, competitive, and cost-effective manner consistent with Schlumberger policies, procedures, and business objectives. Schlumberger seeks a relationship with preferred Suppliers which encourages the use of supply chain best practices and adds value for all involved in the process.

This document provides relevant information to Suppliers of products and services to Schlumberger Field Operations and Engineering, Manufacturing and Sustaining Centers.
Schlumberger is committed to and demands the highest standard of conduct from its employees and contractors with respect to business ethics.

Any Supplier doing business/entering into a contract with Schlumberger agrees and represents that they shall promote and strictly abide by the Schlumberger Code of Conduct – The Blue Print in Action, a copy of which is available at:


In order to agree to these terms, you must fill the Certificate of Compliance form provided in the Annex 1, and submit it to the Supplier Manager assigned to your account.

Any Supplier doing business/entering into a contract with Schlumberger has the obligation to inform Schlumberger of any act (or omission) of Schlumberger’s employees not in compliance with the foregoing. A failure to do so will be deemed a material breach hereunder, entitling Schlumberger to immediately terminate its agreement with Supplier, notwithstanding any of its other rights hereunder.

Reports shall be submitted using the following website address:

www.slbethics.ethicspoint.com
Schlumberger Web based E-Procurement System (SWPS) is used to effectively manage Purchase Orders related to Products and Services for FIELD Operations.

A purchase order (PO) is transmitted to Suppliers via SWPS e-procurement application, in the form of e-mail, or by subscribing to eMarketplace. A sample of a SWPS PO form is shown in Annex 2.

All Suppliers of Products and Services to Schlumberger must comply with the following instructions, as applicable. This will enable efficient delivery of goods and services, and ensure smooth and timely invoice payment.

**Purchase Order Processing**

Each SWPS purchase order is assigned a unique number (ex: Purchase Order Number Q6010366A) and linked to a single Schlumberger location. A purchase order may include several lines, each for a specific item or part and the quantity required.

By accepting a Schlumberger Purchase Order, the Supplier acknowledges acceptance of Schlumberger Terms & Conditions for Purchase Orders (“Purchase T & Cs”) which are available online. Schlumberger does not transmit Purchase T & Cs with individual purchase orders. Purchase T & Cs are available at

http://www.slb.com/~media/Files/resources/supply/swps_purchase_orders_tcs_0810.pdf
Acknowledgement of Purchase Order (PO) and PO Change Process

When Schlumberger dispatches a SWPS PO to your email address, you will be provided with the PO in Adobe Acrobat PDF format plus a link to acknowledge receipt of this PO. You will have 20 days from the date of this email to accept or reject the PO. Via this link, Supplier is confirming that they can meet SLB PO requirements. Providing goods or services without electronic acknowledgement shall be avoided as this will increase chances of payment delays due to the invoice discrepancies.

Below is an example of an e-mail you will receive with the SWPS Purchase Order attached as a .pdf file.

From: swps-qa@slb.com
To: supplier@supplier.com
Cc: swps-qa@slb.com
Subject: Purchase Order - Q60103666A

November 20, 2013
Supplier Name

Supplier Contact Address

Dear Supplier,
Please review the attached Order.
Order Summary:
Order ID: Q60103666A
Number of Items: 2
Total Amount: USD
Requested Delivery Date: December 07, 2013
Order Contact: SWPS USER

Please click on the url below to indicate your acceptance or rejection of the attached Purchase Order:

http://test.sera.swps.slb.com/EmailResponseQA.PORresponse.jsp?VAL=008398f4f59b1dc3f9e60c1191c213c1381ae69d3430e57c006793fd0197a9ef8481862fa99ce01f41c5b67??

You have 20 days from the date of this email to respond.

Sincerely,
SWPS USER

PO Change Management functionality allows you to electronically:
- review proposed PO changes
- acknowledge changes by accepting or rejecting
- receive revised copy of PO
In order to avoid any such delay, after Schlumberger PO received, the steps listed below should be followed:

1. Review the attached .pdf PO and submit an electronic response, as per screen below.

2. Immediately communicate exceptions/necessary changes on submitted queries to the contact identified on the Purchase Order using the table below as a guide.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO line item details (including pricing,</td>
<td>“Sold To” contact on PO</td>
</tr>
<tr>
<td>currency, minimum order quantity,</td>
<td></td>
</tr>
<tr>
<td>availability of goods)</td>
<td></td>
</tr>
<tr>
<td>Shipping, delivery, and logistics</td>
<td>“Ship To” contact on PO</td>
</tr>
<tr>
<td>Payment and Invoicing</td>
<td>Contact Accenture Helpdesk or view Invoice Status on Supplier Portal for</td>
</tr>
<tr>
<td></td>
<td>countries where Accounts Payable (AP) has been outsourced, otherwise</td>
</tr>
<tr>
<td></td>
<td>contact local AP Centre.</td>
</tr>
<tr>
<td>Change of supplier contact details</td>
<td>“Sold To” contact on PO</td>
</tr>
</tbody>
</table>

Once the Purchase Order has been accepted, no deviations from the invoice will be accepted in terms of currency / qty / unit price / billing entity etc. Any variation will lead to a rejection of the invoice, i.e., Supplier will be required to re-submit invoice.

* Rejection of the PO will result in an automatic cancellation of the PO in our system.
### Procurement Process (MFG/PRO and Oracle)

**MFG/PRO** is used by SLB Engineering, Manufacturing and Sustaining (EMS) to manage Purchase Orders related to Products and Services.

If you are a Supplier for the Engineering, Manufacturing and Sustaining Centers, only invoices based on MFG/PRO purchase orders are accepted.

A MFG/PRO Purchase Order is communicated to the Supplier in several ways:
- Web based application “Supply Visualization” (SV)
- Email a PDF
- Mail

The above methods are also acceptable forms of acknowledgement from the Supplier. Supplier shall formally notify its full acceptance or refusal of the order within 5 working days from order submission or previously agreed time. If acknowledgement is not received on time, the Supplier will be contacted by the Procurement Specialist to confirm or cancel the PO.

**Oracle** is used by SLB M-I SWACO segment to manage Purchase Orders related to Products and Services.

If you are a Supplier for the M-I SWACO segment of SLB and a PO is involved, only invoices based on Oracle purchase orders are accepted.

A sample of a MFG/PRO form is shown in the Annex 3.

An M-I SWACO Oracle Purchase Order is communicated to the Supplier in several ways:
- Email a PDF
- Mail
- Fax
Invoicing and Payment

An original commercial invoice must be correctly issued per the “Sold To” instructions on the PO and mailed to the “Send Invoice To” address on the PO.

To ensure a timely payment of the invoices, the payment instructions detailed below must be consistently followed.

1. Invoices must be correctly billed to the legal entity named on the PO under “Sold To”.
2. Invoices must be sent only after the goods/services have been delivered.
3. a. SWPS and Oracle: depending on your country (see page 15 for AP BPO specificities) online submission tools may be authorize, using the Electronic Invoice Process PDF via E-mail Link or via My Supplier Portal (https://slb.mysupplierportal.com), whenever is not the case invoices sent must be original.
   
   b. MFG/Pro Orders (EMS): all invoices must be send only to the relevant “Send Invoice To” address given on the PO.
4. Invoices must include:
   a. PO number (alphanumeric format)
   b. Name and address of SLB business unit delivery point
   c. PO line item number
   d. Part number and description
   e. Quantity
   f. Unit of measure (in the same UOM as the PO)
   g. Unit price (in the same currency as the PO)
   h. Total price (in the same currency as the PO)
5. It is essential that for products and services all invoices match the purchase order and packing list. Prior to the payment, the invoice will be checked against both the PO and the goods receipt. Invoice will not be paid if:
   a. There is a mismatch in Qty Invoiced vs. Qty Received;
   b. The Bill to Entity is incorrect;
   c. Invoice currency does not match the PO currency;
   d. The UOM invoiced does not match the UOM per the PO.
   e. If the goods were not delivered to a logistics Hub, but sent directly to a field location, proof of delivery to the consignee must be attached to the invoice.

Changes to certain non-sensitive supplier information (address, contact name, phone number, fax number and email address) can be requested directly through My Supplier Portal request (https://slb.mysupplierportal.com).

If there is any change in the Supplier’s company structure or banking information (account number, beneficiary bank, etc), Supplier should advise SLB of these changes on Supplier company letterhead signed by an authorized official and sent to the local Buyer as identified on the PO.
“Non-PO” Transactions

In specific circumstances, SLB may NOT raise a SWPS PO. Such transactions are referred as “Non-PO” transactions.

Templates are following local requirements in each country (some may include additional information like Vendor tax ID and/or fiscal district and can also be in local languages).

The Following guidelines must be followed:

- Non-PO must only be used for Services (procurement of products must always have a SWPS PO).
- All Non-PO procurement should be supported by a Non-PO template from the SLB Buyer (example provided in Annex 4) or the minimum details indicated below.
- Local P&S organization will be able to provide the specific forms/rules for each (SLB) country to be billed.
- Invoice must reflect:
  - SLB legal entity
  - Mailing address for invoice
  - Full name of SLB buyer (person requesting services)
  - SLB accounting information (accounting unit & activity code or cost center details).
- Non-PO Template
  It is your responsibility as the supplier to ensure all of the above information is collected and either printed on/or attached to their invoice. Supplier must reject the request if SLB Buyer fails to provide any of this information.

Failure to comply with the above guidelines may result in the rejection of invoice, resubmission and delay in payment.
Accounts Payable (AP) Outsource

Large portion of SLB AP process is outsourced (Field Purchases). Key benefits from the AP Outsource for the Suppliers are:

- Access to Supplier Portal where Suppliers can check on the status of invoices
- Query status of invoice directly with Accenture via the Helpdesk Support
- Clear guidelines on Supplier invoice compliance leading to improved payment performance
- For certain countries, where allowed by local tax legislation, it will also enable vendors to upload invoices in pdf. format directly in the My Supplier Portal

Currently SLB have outsourced its AP to over 70 countries per below (based on the country of SLB Entity sold to- see page 15 for more details):

<table>
<thead>
<tr>
<th>MEA</th>
<th>EAF</th>
<th>LAM</th>
<th>ASA</th>
<th>NAM</th>
<th>RCA</th>
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</thead>
<tbody>
<tr>
<td>Bahrain</td>
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<tr>
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<td>Algeria</td>
<td>Bolivia</td>
<td>Brunei</td>
<td>USA</td>
<td>Kazakhstan</td>
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<tr>
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<td>Angola</td>
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<td>Turkmenistan</td>
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<td>Cameroon</td>
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<td>Myanmar</td>
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<td>Jordan</td>
<td>Chad</td>
<td>Ecuador</td>
<td>New Zealand</td>
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<td>Kuwait</td>
<td>Congo</td>
<td>Guatemala</td>
<td>Papua New Guinea</td>
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<td>Neutral zone (KHAFJI)</td>
<td>Cyprus</td>
<td>Mexico</td>
<td>Philippines</td>
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<td>Oman</td>
<td>Denmark</td>
<td>Peru</td>
<td>Singapore</td>
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<td>Pakistan</td>
<td>Equatorial Guinea</td>
<td>Trinidad and Tobago</td>
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<td>Qatar</td>
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<td>Uruguay</td>
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<td>Sri Lanka</td>
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<td>United Arab Emirates</td>
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<td>Switzerland</td>
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<td>Uganda</td>
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<td></td>
<td>United Kingdom</td>
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Supplier Portal Registration

To ensure smooth payment process, Suppliers must register on the following website: https://slb.mysupplierportal.com

Registration in our Supplier Portal will provide better visibility and traceability over the life cycle of the Supplier invoice which in turn will lead to improved invoice payment cycle.

Registration Process
1. Once you enter the site you will need to “Create a New Account”.
2. Complete all mandatory fields (including user name and password to access the portal) follow by “Next”.
3. Choose your profile type Invoice Status viewer.
4. You will need to confirm that you agree the terms of use, by clicking on “I Accept”.
5. After 24hrs to 48hrs you will receive a confirmation email that will give you access to the Portal.
6. You need to click on the link provided on the confirmation email to activate your MSP Account.

Invoice Submission Process
1. “Sign On” My Supplier Portal
3. You will need to provide information about the billing country, document type and upload the invoice in PDF/TIFF format. (As shown in the “screen” below).
4. Click “Submit” when finished. Make sure you wait to see that the document was successfully uploaded.
5. A confirmation email will be send to your address.

Remittance (Payment Notification):
- All remittance details are issued by SLB in the form of e-mail communication.
- To receive this remittance details we require current contact information
- The Supplier Portal allows the Supplier to query status of the transactions as well as full invoice payment details/breakdown.

The Billing Country in this section refers to the Country of SLB Entity been billed and no the country of the Supplier.
Uploading an invoice electronically does not alter your payment terms; your invoice will be paid according to the payment terms agreed with SLB, however please note that submitting invoices before goods or services have been delivered to SLB will cause delays in processing and may impact our ability to pay you on time.

Further information on AP Outsource to Accenture as well as the benefits of the Supplier Portal can be obtained from http://www.slb.com/resources/supply/supplierinfo.aspx

Payment Process

To optimize the Supplier Invoice payment cycle, it is a good business practice to send the invoice immediately after the invoice has been issued (provided goods/services have been received by SLB). The Agreed Payment terms start only after a fully compliant Supplier invoice has been received by SLB Office or Accenture Scanning Centre.
Invoice Delivery to DFM:

**MSP (My Supplier Portal)**
Upload of invoice images into My Supplier Portal, by authorized individuals. Depending on countries/local legislation, this can be done either by SLB vendors directly or by a local SLB person.

**In Country Scanning**
Scanning retained in country (either by SLB or by a SLB 3rd-party contractor)

**Prague Scanning**
Scanning conducted by a third party company (Prague scanning center)

**San Antonio Scanning**
Scanning conducted by a third party company (San Antonio scanning center)

---

**Scanning Center Address Details**

<table>
<thead>
<tr>
<th>San Antonio Scanning Center</th>
<th>Prague Scanning Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accenture/BSS EDM</td>
<td>Accenture/BSS EDM</td>
</tr>
<tr>
<td>6415 Babcock Road, Suite 100</td>
<td>V Parku 2316/12, PO Box 319</td>
</tr>
<tr>
<td>San Antonio, TX 78249</td>
<td>Prague 4, 148 00</td>
</tr>
<tr>
<td>Texas, USA</td>
<td>Czech Republic</td>
</tr>
</tbody>
</table>

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**AP Outsource Overview – Supplier Guidelines**

**VENDOR PORTAL (Self Registration Required)**
Dedicated online query tool for Suppliers to view Invoice Status and remittance advices:
- Invoice Receipt
- Process Status
- Invoice Payment
- Online Queries

https://slb.mysupplierportal.com

**INVOICE SUBMISSION**
Invoices sent DIRECTLY to SLB Office or the Scanning Centers i.e. follow PO instructions on where to submit the invoice.

Invoice submission for Non-PO Invoices MUST comply strictly with the Non-PO template billing instructions provided by the Requester.

Electronic invoice submission process should NOT change where Suppliers have been informed that they can send Scan invoices via e-mail or via upload into My Supplier Portal tool. If invoice is submitted through Electronic invoice submission process Suppliers should not send a paper copy for processing.

**EMAIL QUERIES**
Account queries can be submitted via email and will be resolved by the third party Helpdesk

slb.finance@accenture.com

**HELPDESK SUPPORT**
Suppliers can contact Accenture and speak to one of their specially trained Help Desk representatives:
- +1 703 404 9996 (English) - effective Oct 2013
- +40 372 286 214 (Arabic)
- +40 372 286 215 (French)
- +40 372 286 216 (Russian)
- +40 372 286 249 (German, Hungarian, Italian, Romanian, Turkish)
- +35 314 078 748 (Portuguese, Spanish)
Means of submitting invoice per Country (based on the country of SLB Entity sold to):

<table>
<thead>
<tr>
<th>My Supplier Portal</th>
<th>3rd Party Scanning</th>
<th>Primary Invoice Delivery</th>
<th>Slb’s Offices</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Primary Invoice Delivery</td>
<td></td>
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<tr>
<td>Australia</td>
<td>Austria</td>
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<td>Trinidad and Tobago</td>
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<td>Tunisia</td>
<td>China</td>
<td>Mexico</td>
<td>Turkey</td>
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<tr>
<td>Turkmenistan</td>
<td>Colombia</td>
<td>Myanmar</td>
<td>Ukraine</td>
</tr>
<tr>
<td>Uganda</td>
<td>Cyprus</td>
<td>Neutral zone (KHAFJI)</td>
<td>Uruguay</td>
</tr>
<tr>
<td>Uzbekistan</td>
<td>Ecuador</td>
<td>Nigeria</td>
<td>Venezuela</td>
</tr>
<tr>
<td></td>
<td>Egypt</td>
<td>Oman</td>
<td>Vietnam</td>
</tr>
<tr>
<td></td>
<td>Finland</td>
<td>Pakistan</td>
<td>Yemen</td>
</tr>
</tbody>
</table>

In countries where invoices are submitted by MSP or a 3RD Party Scanning (Prague or San Antonio scanning), as a Primary Invoice Delivery, a Back-up invoice Delivery is available through the corresponding SLB’s offices. Countries already using Slb’s Offices as a submission means, do not have a Back-up Invoice Delivery and must contact their local office in case of a problem.
SLB is fully committed to comply with all applicable international trade compliance, trade laws and regulations.

International customs regulations require duty to be paid on the true net value of imported goods. For this reason, charges such as packing, handling, freight (where applicable) for the goods being provided must form part of the price quoted by supplier and not separately itemized on the invoice.

VAT/Sales or similar tax (where applicable) must be quoted as a separate line item on the invoice.

Discrepancies will delay payment until the documentation is reconciled.

Effective April 1st 2013 SLB Technology Corporation (STC) enacted a change in our Purchase Order release process for international (across border) orders.

Our Suppliers are requested to view the Pre-PO notice and promptly submit the Trade Data elements i.e. Harmonized Tariff Schedule Classification codes (HTS), and Export Control Classification Number (ECCN) via SLB Supplier Portal.

*This is only required when supplier’s catalog does not have ECCN/HTS loaded in SWPS. Unless supplier adds this information in email link, the PO will not become approved, regardless of SLB finance approvals*
Supplier Pre-PO Trade Information Email:

The Supplier Pre-PO Trade Information Email is only for international trading.

You will receive this new PRE-PO email. Click on the link to populate Trade information.

View Pre-PO Trade Information (supplier is required to validate and provide trade information):

<table>
<thead>
<tr>
<th>Item</th>
<th>Vendor Part Number</th>
<th>Description</th>
<th>Intermediate Classification</th>
<th>Final Classification</th>
<th>Quantity</th>
<th>Unit Price (in $)</th>
<th>Requested Date</th>
<th>Ship Method</th>
<th>HTCC</th>
<th>FCCN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PART #1</td>
<td>Product Item Description</td>
<td>NL</td>
<td>BR</td>
<td>1</td>
<td>$954.00</td>
<td>21-Apr-2013</td>
<td>Standard</td>
<td>721164000</td>
<td>42899</td>
</tr>
<tr>
<td>2</td>
<td>PART #2</td>
<td>Product Item Description</td>
<td>NL</td>
<td>BR</td>
<td>1</td>
<td>$954.00</td>
<td>21-Apr-2013</td>
<td>Standard</td>
<td>721164000</td>
<td>42899</td>
</tr>
<tr>
<td>3</td>
<td>PART #3</td>
<td>Product Item Description</td>
<td>NL</td>
<td>BR</td>
<td>1</td>
<td>$954.00</td>
<td>21-Apr-2013</td>
<td>Standard</td>
<td>721164000</td>
<td>42899</td>
</tr>
</tbody>
</table>
Record Retention

Records must be retained for seven years, or longer if required under local law.

While country trade control laws and regulations vary, most require some type of record retention. Schlumberger, therefore, requests that the Supplier maintains a copy of all documents that pertain to exports, imports, re-exports, and any other business activity involving trade. This includes e-mail, other electronic media, and hard copies of relevant records. All documents must be legible and in a location from which they may be readily retrieved if requested by the Schlumberger trade control compliance department.
CERTIFICATE OF COMPLIANCE

The Company has been engaged to provide services (services includes any form of activity carried out on behalf of Schlumberger) to a business unit of Schlumberger. As part of the provision of services the undersign agrees to comply with Schlumberger Code of Conduct as follows:

1. To comply with the Schlumberger Code of Conduct and shall ensure that its contractors, clients, agents, consultants or third parties that are used to provide services for Schlumberger comply with Schlumberger Code of Conduct.

2. It is Schlumberger’s intention that all its business dealings shall be carried out in compliance with local and international laws, honesty and free from deception and fraud. It is prohibited to conduct any business, transaction or to procure future business in a manner that is against local and international laws. Any transaction that contains the following elements are prohibited; dishonesty, bribery, corruption, fraud, breach of confidentiality obligations, breach of export control laws, the making or receiving of illegal payments, gifts, entertainment, favour or equivalent on behalf of Schlumberger to influence the decision making process on behalf of Schlumberger.

Code of Conduct

Any CLIENT, CONTRACTOR, AGENT, CONSULTANT OR THIRD PARTY doing business/entering into a contract with Schlumberger whether directly or indirectly agrees, represents, warrants and undertakes that they shall promote and strictly abide by the Schlumberger Code of Conduct (a copy of which is available at http://www.slb.com/about/codeofconduct.aspx), local and international laws, US Foreign Corrupt Practices Act and the US export control laws. In the event that the CLIENT, CONTRACTOR, AGENT, CONSULTANT OR THIRD PARTY has its own code of conduct and if its code of conduct is consistent or more stringent than the Schlumberger's Code of Conduct, CLIENT, CONTRACTOR, AGENT , CONSULTANT OR THIRD PARTY shall provide a copy of its code of conduct to Schlumberger and confirm in writing that its code of conduct is consistent with the Schlumberger Code of Conduct and that its plans to promote and strictly abide by its code of conduct when working with Schlumberger. Notwithstanding the above, CLIENT, CONTRACTOR, AGENT, CONSULTANT OR THIRD PARTY shall at all times comply with the US Foreign Corrupt Practices Act, local and international laws and the US export control laws.

Record Keeping and Verification

The undersign agrees to maintain accurate books and records pertaining to all services provided to a business unit of Schlumberger and shall at all times allow Schlumberger to audit such records to ensure compliance with this Certificate of Compliance.
Reporting an Allegation

Any CLIENT, CONTRACTOR, AGENT, CONSULTANT OR THIRD PARTY doing business/entering into a contract with Schlumberger whether directly or indirectly has the obligation to inform Schlumberger of any act (or omission) in contravention with the local and international laws, Schlumberger Code of Conduct, US Foreign Corrupt Practices Act, US Export Control Laws and United Kingdom Bribery Act. Failure to do so will be deemed a material breach hereunder, entitling Schlumberger to immediately terminate its agreement with CLIENT, CONTRACTOR, AGENT, and CONSULTANT OR THIRD PARTY; notwithstanding any of its other rights hereunder.

An allegation can be report via phone or email as follows:

Via telephone: +(1) 888 884 8849; or

Via email: www.slbethics.ethiscpoint.com or

Via direct report to Schlumberger management verbally and subsequently confirmed in writing

The individual signing below further acknowledge that they are familiar with the Schlumberger Code of Conduct, US Foreign Corrupt Practices Act, US Export Control Laws and United Kingdom Bribery Act and have read and understand this certificate of Compliance.

Details of authorized Signatory:

........................................................................................................................................

Name of Company:

........................................................................................................................................

Date:

........................................................................................................................................

Note: Valid for 24 months from the date of signature.
## SCHLUMBERGER PURCHASE ORDER (PO) TEMPLATE (SWPS)

### Purchase Order

<table>
<thead>
<tr>
<th>Description</th>
<th>Final destination</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Net price</th>
<th>Requested ship date</th>
<th>Ship mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>5487</td>
<td>US</td>
<td>1</td>
<td>$11.00</td>
<td>$11.00</td>
<td>07 Dec 2013</td>
<td>Standard</td>
</tr>
<tr>
<td>5499</td>
<td>US</td>
<td>1</td>
<td>$11.00</td>
<td>$11.00</td>
<td>07 Dec 2013</td>
<td>Standard</td>
</tr>
</tbody>
</table>

**Total value (USD)**: $222.00

---

**Legal Entity to Invoice**

**Contact Person for Order**

**Location where supplier will deliver the items**

**Supplier reference for all correspondence and to be included on invoice**

**Address where invoice should be sent**

**Quantity, Price and Currency of the items ordered**

---

**Unless otherwise specified in the item descriptions above, or mutually agreed upon in writing, the values contained herein include handling fees, transportation costs, and other similar applicable charges.**

**Electronically approved by: Lisa Rice on 20 Nov 2013**

**Purchase order number must be referenced on all documents (shipping documents, invoices, credit notes, etc).**

**PURCHASE ORDER SUBJECT TO SCHLUMBERGER TERMS AND CONDITIONS FOR PURCHASE OF PRODUCTS AND/OR SERVICES UNLESS A SEPARATE VALID CONTRACT IS IN PLACE BETWEEN SCHLUMBERGER AND SUPPLIER.**

---

**Supplier Information Kit 2014**
Annex 4

NON-PO TEMPLATE (the billing form used by Vendors in each country may have some changes)

NON-PO INVOICE PROCESS/TEMPLATE

PLEASE ATTACH THIS DOCUMENT ALONG WITH YOUR INVOICE

To:
Supplier Name
Address line 1
Address line 2
Address line 3

Vendor ID No.

Date: DD-MM-YYYY

SLB Contact Person: Mr/Mrs XXXXX YYYY

Accounting Unit (AU)/Cost Center: 1234567

Activity Code (AC)/Business Line: 87654321

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Accounting Code</th>
<th>GL Code</th>
<th>Amount &amp; Currency</th>
<th>Description of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VAT or Similar Tax

Total Value of Non-PO

Payment Terms per Schlumberger “Purchase T&Cs”

BILL/INVOICE TO:
SLB Billing Entity Name
Building No/Street Name
Town/City/Postor ZIP Code
Country

SEND/INVOICE TO:
SLB Mailing Entity Name & Address
Building No/Street Name
Town/City/Postor ZIP Code
Country

Please pay particular attention to the SLB mailing address as this may be different to the Billing Entity Address.

This is not a SWPS Purchase Order

The compliance to these rules will be enforced by Accounts Payable function. All invoices received that fail to comply with these rules will be rejected and returned to Supplier for correction and resubmission. Supplier MUST insist on receiving this template as a minimum the information on the template highlighted prior to accepting the request. The templates may vary depending on local or Country Requirements.
Frequently Asked Questions

1. How do I know if this guide concerns me?

R. The External Supplier Kit concerns all existing/new suppliers who want to engage Schlumberger suppliers list.

2. What happens if I need to change my “supplier information” (address, contact name, phone number, baking information, etc.)?

R. As it is explained on the guide there are two types of “supplier” information you can provide. Changes to non-sensitive information such as the address can be requested through the My Supplier Portal. Nevertheless, it is of extreme importance that if the information to be change refers to compromising information such as account number of the beneficiary, the information must be address to the buyer signed by the authorized official.

3. What is the most effective way to submit my invoice to Schlumberger to ensure that my payment will be done on time?

R. When selling to Schlumberger field entities where no original invoices are needed (table in page 15), “My Supplier Portal” remains the most effective way to submit your invoice to Schlumberger. It should be your “preferred choice” in order to guarantee that the payment will be done on time.

4. Do I have to sign the Certificate of Compliance explained in the Schlumberger Code of Conduct section even though I am an Approved Schlumberger Supplier?

R. Yes, the Certificate of Compliance is mandatory to send, for new and for existing suppliers.

5. What happens if I need to make changes to the Purchase Order and this has been already accepted?

R. Changes must be made before “Accepting” the PO, that includes that no deviations in terms of currency/, quantity/, nor unit price will be accepted. The contrary will conduct to the rejection and the following cancellation of the PO in our system.
6. What are the imperative elements to keep in mind when dealing with a Non-PO Transaction?

R. Even though templates may follow the requirements of each country, it is absolutely imperative that the invoices include all the elements explained on page 11. In cases where you do not possess the accounting code required, you must consult your buyer before submitting the invoice.

7. What are the common mistakes I should avoid in order to guarantee that my payment will be done on time?

R. Common mistakes such as changing the units of measures or pricing in the invoicing must be avoided. The units must match the ones used in the original PO. Failing to do so could lead to a delay in the payment. Another common mistake made by our suppliers when submitting invoices online in MSP is the Billing Country selection. The Billing Country is the Country of SLB Entity being billed and not the country of the Supplier.

8. Who do you contact if you have a problem?

R. For any doubt or comment in the procedure, contact your direct buyer and he/she will assist you. To follow-up the status of invoices, log into “My Supplier Portal”. You can refer to table on page 14 for other ways of getting information.

9. Who do you contact if you have a problem with My Supplier Portal?

R. If you cannot sign on and you are a new user go to “Create New Account” button. If you are a current user please contact helpdesk if you are unable to sign on (slb.finance@accenture.com). If you have any question regarding the content of this, our Helpdesk team can be contacted via phone (page 14) or email as mentioned below:

E-mail

Slb.finance@accenture.com (English)
Slb.finance.RO@accenture.com (Arabic, Russian, German, Italian, Hungarian, Turkish and French)
Slb.finance.BA@accenture.com (Spanish & Portuguese)
www.slb.com/resources/supply/supplierinfo.aspx