DSC

Supplier Guidelines

For POs with “Sold To” of:

- PES NV  Petroleum Equipment & Supplies NV
- PES FZE  Petroleum Equipment & Supplies FZE
- OIES  Oilfield International Equipment & Supplies Pte
- SRP  Schlumberger Reservoir Products
- STC  Schlumberger Technology Corporation
- WG  WesternGeco
- SMI  SMI Oilfield Technology and Products Fze

When PO “Deliver To” is a Logistics Service Provider:

- DHL
- Expeditors
- Aramex
- Rulewave
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SECTION 1: Introduction

Distribution Service Center - is the Schlumberger organization in charge of providing any employee of Schlumberger Oilfield Services field locations ("End User(s)") with logistics and distribution support for his/her requirements of equipment, materials and parts ("Products"). Products are purchased under a Purchase Order ("PO (s)") submitted to a supplier ("Supplier(s)").

The role of DSC is the procurement of products for the End Users, and the management, on a worldwide basis, of all aspects of the logistics chain for purchased Products, from Product delivery to the DSC organization to final delivery to the concerned End User. DSC engages selected Local Service Providers ("LSP's") to fulfill its entire process management role.

“DSC” as used in this document refers to business process where Logistics Service Providers (the “Hubs”) collect/store/process/consolidate and export items on Schlumberger behalf to Schlumberger locations.

This document also applies to WesternGeco suppliers receiving purchase orders indicating delivery to a geographical hub.

All Suppliers of Products to DSC entities must comply with the instructions in this document, as applicable. This will enable efficient delivery of goods, and ensure smooth and timely invoice payment. Deviations from these guidelines, Supplier will be notified by LSP by email along with any other PO or supplier-based internal contacts, if available to LSP.

Examples that cause delayed payment:

- Missing shipment documentation (BOM, missing packing list or required items on documents)
- Sub-suppliers not using Schlumberger PO on parcel or documents
- Overage or Shortage between Supplier Documents and Physical Material
- Damage on arrival if supplier is self-shipping
- Specific destination country requirement not met - Bill of Materials (BOM) for items, net weights, manufacturers, country of origin markings, etc
- Discrepancy between three-way match of part number between Schlumberger PO, Supplier Packing List, Physical Material

Any Supplier Management issues should be addressed with the respective SLB Supplier Manager or Schlumberger Procurement Service Center (PSC). If the supplier is not centrally managed, the local or “GeoMarket” Procurement & Sourcing Manager or Supplier Leaders should be contacted.
SECTION 2: Logistics

2.1 Information Flow

DSC entity (see Section 3.1) will place a PO to supplier via:
- SWPS – Schlumberger Web Procurement System
- GOLD – Global Oilfield Logistics and Distribution System
- Oracle - MI and Smith Procurement Systems
- SAP – for all orders coming from Ecuador

2.2 Physical Flow

Products are received from suppliers through one or more of hubs (“Hub(s)”). Based on the PO information in the DSC IT system, the Suppliers will be instructed to contact the closest geographic Hub to arrange for collection or advice on delivery (Incoterm dependent). Suppliers in:

(a) Europe (EAF) are associated with the Rotterdam Hub;
(b) U.S. / Latin America / Canada (NAM/MCA/SAM) are associated with the Houston Hub;
(c) The Middle East (MEA) are associated with the Dubai Hub; and
(d) The Far East / Asia (CHA/ASA) are associated with the Singapore Hub

2.3 Logistics Partners

The various DSC Hubs around the world provide a logistics network. These Hubs are designed to organize expediting, reception, consolidation and shipping, including the issue of required shipping documentation. For items classified buy-to stock LSP also provides full spectre of storing and warehousing activities. Each of the Hubs is managed by a Local Service Provider (LSP). The LSP handles the Product expediting from the Supplier’s delivery point, located within the LSP’s designated geographical area and organizes onward forwarding. The current LSP’s are:

Rotterdam Hub: DHL

For M&S

DHL Global Forwarding
Oliphantweg 10
Port No. 5054
3197 LE
Rotterdam-Botlek
The Netherlands
Tel.: +31104909814

E-mail address: nlslb.expediting@dhl.com
For Chemicals
Rulewave BV
Energieweg 2
4791 RN Moerdijk
Port Number: 415
The Netherlands
Telephone: +31-88-0605040

E-mail address: gold-in@rulewave.nl

Jebel Ali Hub: Aramex, Dubai, United Arab Emirates

Aramex Emirates LLC
P.O. Box 3841
Jebel Ali Free zone,
Dubai
United Arab Emirates

Telephone Number: +971 4 8860606

Email Address: DXBSLB.Expediting@aramex.ae

Singapore Hub: DHL Global Forwarding, Singapore

Aramex International Logistics Private Limited
Cogent 1. Logistics Hub,
1 Buroh Crescent, #02-03, S(627545)

Singapore
Telephone: +65 97922339

E-mail address: sinslb.prealertsupport@aramex.com

CN Hub: Expeditor China

Expeditor China
Beijing Kang Jie Kong Cargo Ag
27/F Tower A, 100 Zun Yi Road
SHANGHAI
CHINA
Office +86.21.5257.4698 ex5517
Mobile +86.13918661475

Collection Notification can be sent to hub-sha@expeditors.com
Calgary Hub: Expeditors, Calgary, Canada

Expeditors Canada Inc.
c/o Kore Onsite
1839 120 Avenue N.E.
Calgary, AB T3K 0S5
Canada
Ph: +1 403 265 9390
Fax: +1 403 250 9599

Collection Notification can be sent to SLB-NAT-YYC@expeditors.com

Houston Hub: Expeditors, Houston, TX USA

For Non-HazMat

Schlumberger c/o Expeditors International of Washington Inc.
Cameron Distribution Center
Suite 300, 4800 West Greens Road
Houston, Tx 770066
Ph: +1 281 913 2800
Fax: +1 281 913 2828

Collection Notification can be sent to slb-transcon@expeditors.com. To speak to an agent, call the number above and ask for “Trans-con” or extension 4304.

Hazardous Goods

Expeditors International of Washington
c/o Dangerous Goods Management (DGM)
1813 Greens Road
Houston, TX, 77032

Ph: +1 281 913 2800
Fax: +1 281 913 2828

Collection Notification can be sent to slb-transcon@expeditors.com. To speak to an agent, call the number above and ask for “Trans-con” or extension 4304.

SECTION 3: DSC Legal Entities, Invoicing and Payment information

3.1 DSC Legal Entities

One of the entities below will appear on the SWPS PO under the section “Sold To”. The five legal entities in the DSC organization which purchase Products are:

(a) Oilfield International Equipment and Supplies, Pte (OIES):
Registered address:
Plot No WWA 134
Jebel Ali Free Zone
P.O. Box 16776
Dubai
United Arab Emirates

(b) Petroleum Equipment & Supplies FZE (PES, FZE):

Registered address:
P.O Box 262644,
Jebel Ali Free Trade Zone,
Dubai, UAE

(c) Petroleum Equipment & Supplies N.V. (PES, NV)

Registered address:
De Ruyterkade 62
Curacao

(d) Schlumberger Reservoir Products, FZE (SRP, FZE)

Registered address:
P.O Box 18070
Jebel Ali Free Trade Zone,
Dubai, UAE

(e) Schlumberger Technology Corporation (STC):

Registered address:
1614 Baker Street
Kerrville, TX 78028
USA

(e) WesternGeco LLC

Registered address:
Capitol Services, Inc.,
1675 South State Street, Ste. B,
Dover DE 19901, United States

(f) SMI Oilfield Technology and Products Fze

Registered address:
Plot No: WWA142,
PO Box 17120
Jebel Ali, Dubai, UAE

3.2 Address for Sending Invoices (Electronically Preferred)

DSC has outsourced its Accounts Payable Function to Accenture.

Invoices raised to the entities set forth in Section 3.1 (a) (b) (c) and (d) should be uploaded on the Accenture Vendor Portal selecting Country UAE.
(a) Oilfield International Equipment and Supplies Pte, Inc. (OIES)
(b) Petroleum Equipment & Supplies FZE (PES, FZE):
(c) Petroleum Equipment & Supplies N.V. (PES, NV)
(d) Schlumberger Reservoir Products, FZE (SRP, FZE)

The Vendor Portal URL and Accenture Payment contacts are mentioned on our SWPS PO under the section “Send Invoice To” and “Payment Contact”.

The Vendor Portal can be located at the following URL: [www.mysupplierportal.com/SLB](http://www.mysupplierportal.com/SLB)

Please create an account using the training material. This can also be found in the Help section of the Vendor Portal.

Payment status of invoices can be checked on the Vendor Portal. Alternatively, all Payment Queries should be sent to the below email address mentioning invoice number, date, currency, amount and Purchase Order number.

Payment contact : Accenture Finance  
Email address : slb.finance@accenture.com  
Telephone : +17034049996 (English )

Accenture should be the first point of contact for any Invoice queries. In case of escalation please contact:

(a) Oilfield International Equipment and Supplies Pte

Email address: PSC-KL-AP@slb.com
Note : All escalation to PSC with a supporting of incident number ( refer to escalation protocol in Exhibit F)

Bankers : The JP Morgan Chase Bank, Belgium

(b) Petroleum Equipment & Supplies FZE (PES, FZE):

E-mail address : PSC-KL-AP@slb.com
Note : All escalation to PSC with a supporting of incident ( refer to escalation protocol in Exhibit F)

Bankers : The JP Morgan Chase Bank, New York, USA

(c) Petroleum Equipment & Supplies NV (PES, NV)

E-mail address : PSC-KL-AP@slb.com
Note : All escalation to PSC with a supporting of incident number ( refer to escalation protocol in Exhibit F)

Bankers : The JP Morgan Chase Bank, New York, USA

(d) Schlumberger Reservoir Products, FZE (SRP, FZE)

E-mail address : PSC-KL-AP@slb.com
Note : All escalation to PSC with a supporting of incident number ( refer to escalation protocol in Exhibit F)
3.3 Invoicing

To have a timely payment of invoices, the payment instructions detailed below must be followed:

(a) An original commercial invoice must be addressed to the entity mentioned in the section “Sold To” of the SWPS PO.

(b) Invoices must be sent only after the goods have been collected/delivered.

(c) A PDF image of the original invoice must submitted electronically. The supplier will need to have their invoices uploaded on the Accenture Vendor Portal at the following URL: www.mysupplierportal.com/SLB which is mentioned in the “Send Invoice To” address of the SWPS PO.

(d) Each PDF file must contain 1 invoice only and its back-ups. Do not submit multiple invoices in 1 PDF file or separate the invoice and the back-up.

(e) Complete bank details must be included on all the invoices. Bank details should include:

- Beneficiary’s Account Name
- Beneficiary’s Account Number
- IBAN (for EURO)
- IBAN (for UAE vendors)
- Beneficiary’s Bank Name
- Beneficiary’s Bank Address
SWIFT ID
Beneficiary's Bank FED ABA (US Banks)
Sort Code (UK Banks)

(f) Any change in the bank details must be reflected on the invoice. Bank information mentioned on the invoices will be strictly adhered to.

(g) Invoices must mention:
   PO number (format: ABCDnnnnnZ / POnnnnnn)
   PO Line item
   Details per line item:
   Part number
   Description
   Quantity
   Unit of measure (in the same UOM as the PO)
   Unit price (in the same currency as the PO)
   Total price (in the same currency as the PO)

(h) Invoices (line items and prices) must match the PO(s) exactly.

(i) For all purchases in the European Union (EU), the following VAT number must be mentioned on all invoices:

   If to OIES. Pte: NL 855667862B01
   If to PES NV: NL 814277111B01
   If to PES FZE: NL 819649557B01

(j) A monthly Statement of Account of outstanding invoices may be sent for each DSC Legal entity (except STC) to slb.finance@accenture.com for reconciliation. It should contain Invoice number, Invoice date, Currency, Amount and the DSC entity Purchase Order number. The same would be reconciled by Accenture and advised directly to the supplier per the email address advised.

(k) Invoices should not include any individual line charges for intangible items or service charges. DSC legal entities will not pay charges raised for intangibles or services charges. A Non-DSC entity PO would need to be created directly by the End Users for these types of charges. See Section 5.7 for additional details.

(l) Invoices should not include any additional charges or costs not included on the PO as a line item. Such invoices will be rejected and requested to be resubmitted with the additional charges removed.

Payments are through bank transfers, and will be paid out of the relevant DSC Legal entity bank account.

**DSC Entities do not affect any Advances against Purchase orders and strictly follow payment terms of 45 days from the date of receipt of invoice.**

Payment of invoices is only made following proper validation of goods receipt. A goods receipt is automatically registered in the DSC finance system as soon as the LSP receives the goods at the Hub or at Supplier’s location.
Any additional costs such as local transportation or handling costs should be included in the unit price and should match the PO Unit price, unless material will be picked up from supplier location by LSP at Schlumberger expense according to incoterm. No separate payment will be made for these charges. Shipping instructions shown in the “Ship To” section of the PO are to be strictly adhered to.

Where POs have been raised through any of the DSC entities and delivery bypassed i.e not routed through the DSC Hub or its appointed LSP’s, such invoices will not be paid by DSC, but will have to be billed directly to the field location where the goods have been sent.
SECTION 4: Purchase Orders

4.1 PO Description, Acceptance and Rejection

A purchase order (PO) is transmitted to Suppliers via e-procurement application, in the form of e-mail, fax, or other electronic means.

A PO may include several lines, each of them referring to one part number and a specific quantity for that part number. An example of a POs from 4 e-procurement systems is shown in Exhibits B, C, G and H.

Technical information other than part number and a brief description may not be included on the PO. Acceptance of the PO by the Supplier indicates acceptance of the noted price, part number, description, quantity and other terms and conditions contained, or referred to, in the PO.

PO should not include any service charges, packing charges, or packing material charges as separate line items; these “intangible” items must be incorporated into the cost of the goods under the tangible line items. Supplier is to reject a PO which includes intangible items, including but not limited to service charges, packing material charges, license agreements or warranties. See Section 5.7 for additional details.

Non-acceptance of the PO should be communicated immediately to the “Order Contact” of the PO (below “Sold To”) or for OIES/STC “Chemicals”, the email sent from the GOLD system with relevant contacts by region, and an acceptable revised PO must be received by a Supplier before shipping and invoicing. A PO accepted with incorrect pricing shall be binding on the Supplier.

Where consolidation of multiple POs are possible, the standard pick-up/delivery time will be agreed between the Supplier and the LSP. The Supplier may request a regular pick-up time if it ships on a regular basis. Emergency pick-ups may be needed on a weekend or bank holiday. In such cases, the LSP will specifically advise the Supplier. The supplier will also be evaluated against agreed lead time and on-time delivery KPIs by Schlumberger Procurement & Sourcing (P&S).

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:


However, if a contract is signed between Supplier and Schlumberger, then the terms and conditions incorporated in that agreement supersede the aforementioned Purchase T & Cs.
4.2 PO Follow-up

The LSP’s expediting team at each Hub or by regional Schlumberger Procurement structure will send the Supplier a regular report by e-mail for a status update for Supplier Promise Date (SPD). The Supplier must respond to the team as instructed in the e-mail and return the report, completed with the required information, in the specified format. It is emphasized that the Supplier’s timely submission of the status update report is extremely important to keep the DSC entity and receiving field location aware of PO and delivery status.
SECTION 5: Packing / Packaging, Labeling, Delivery requirements

5.1 Packing/Packaging Requirements

**Items with value above $25,000 USD must be packed for export transport**, to reach the country of ultimate destination as indicated on the PO in good and undamaged condition items. Items with value below $25,000 USD must be suitably packed for transportation for safe arrival to a Hub.

Packaging requirements and related costs are included in the Product purchase price, and will not be paid separately.

Note: “Chemicals” purchased by OIES or STC must follow the “Schlumberger Group Chemical Products Packaging Guidelines”, which are available from your Schlumberger Supplier Manager contact.

Should the Products packaging be found not suitable for transportation once received at the Hubs, the Products will be returned for re-packing at the Supplier’s cost and risk.

Each parcel, box or pouch must contain items for one and only one PO, and must be suitably packed for transportation, as is, to the Hub. For European suppliers, bonded and non-bonded (Free Circulation Goods) must be separated and documented accordingly.

Packages or parcels weighing more than 25 kilos must be suitably packed to allow for handling via fork lift truck.

The Supplier must never pack items from two different PO’s in the same box or crate as these PO’s may not have the same final destination.

Multiple PO’s can ship to the Hub grouped together on same pallet as long as the PO number is indicated on each box and a summary of all PO’s packed on the pallet on the packing list or delivery note (Bill of Lading, CMR, Manifest). The pallet or skid must be labeled “Over-Pack: Multiple PO’s”.

In the event of a PO consisting of multiple packages, the PO number must be indicated on each package followed by sequential numbering in the format of: package number / total packages. Example: BRZM93842Z Package 1/2, BRZM93842Z package 2/2.

Wooden packaging or packing of any kind incorporating wood must only be made of heat-treated wood which must comply with the International Standards for Phytosanitary Measures, also referred to as ISPM (https://www.ippc.int/, for additional detail search for ISPM 15 Explanatory Document).

**Invoices must not be included inside the package(s)** with only the packing list being sent along with the shipment (also refer Clause 5.3 for Delivery documents).

5.2 Labeling Requirements

The Products must be correctly labeled / marked as per agreement in place and applicable laws and regulations, for example those related to the transportation of hazardous material in regards to the mode of transport of delivery into a Hub.
The following information, at a minimum, must appear in clearly on the outside of packages:

- PO number (format: ABCDnnnnnZ or POnnnnnn)
- PO Line number.
- Box number (1 of N, 2 of N, 3 of N….. N of N)
- Serial Number of item (where applicable)

Irrespective of regulations concerning delivery of Items to the Hub, all hazardous items must be labeled with applicable hazardous class 1-9.

Suppliers must ensure that the part number shown on the PO matches the part number physically delivered, therefore facilitating a 3 way match between PO, physical part, and packing list/Bill of Materials for Kits (BOM). In the case of a substitute part number being supplied, it should clearly be indicated on the packing list, as well as physically labelled on the part or the inner packaging.

If supplier is using a sub-supplier, where sub-supplier will ship material to a DSC Hub, it is required that the sub-supplier label the package with the Schlumberger PO (the PO reference raised from supplier to sub-supplier can also be included). Failure to do this will result in delayed payment of invoices and DSC will be unable to move the cargo to the correct destination until the material is identified by supplier.

5.3 Delivery Documents

For hazardous goods by any mode of transport, the Supplier must include the MSDS, TREM Card or any relevant data sheet that is required by law as may be applicable for the Product being delivered, and English language versions of the same.

A packing list must be attached on the outside of the shipping package, mentioning the content (PO line items) of each box and the PO it refers to, along with the serial number of any item where applicable. The packing list or invoice must never be included inside the package(s).

It is the Supplier’s responsibility to ensure that the country of origin, the HTC and ECCN is provided correctly for each of the line items. Supplier will be responsible for any costs incurred by Schlumberger resulting from incorrect information provided.

DSC LSPs will not authorize collection from the Supplier unless a copy of the Supplier’s Commercial Invoice / Packing List indicates the required information prior to making collection arrangements.

PO number
PO Line items
Details per line item:

- Part number
- Description
- Quantity
- Unit of measure
- Harmonized Tariff Code
  (from USA 10 digit HTS)
  (from EU 8 digit CN)
  (Other areas 6-10 digits per country export requirements)
- Export Classification Control Number (ECCN) for material availability: USA
Country of Origin (Must match physical markings on the material)

US Content

US content in sold items (de-minimis) should be mentioned when the final country of destination is either sanctioned or embargo country.

The packing list must include the country of origin and a valid Harmonized Tariff Schedule Code as required by the country of export (For USA, 10 digit HTS)(For EU, 8 digit CN)(For other countries, 6-10 digits as required by local regulations) (*) and Export Control Classification Number (ECCN) (USA only) for all PO line items on the list (**) If the Product is a kit or loose assembly, the Supplier must include a BOM indicating the HTC and ECCN per assembly or loose component, including the cost breakdown per component equaling the unit price of the PO line item.

Bill Of Material shall be provided as must when the item is a Kit.

A T1 document with Pro Forma invoice must be provided for non-FCG goods originating from European suppliers.

(*) HS or Harmonized System - The Harmonized Commodity Description and Coding System or Harmonized System is a system for classifying goods in international trade, developed under the auspices of the Customs Cooperation Council. Beginning on January 1, 1989, the new HS numbers replaced previously adhered-to schedules in over 50 countries, including the United States.

Harmonized Tariff Schedule for the United States can be found online at http://hts.usitc.gov/

(**) US Suppliers must provide the relevant ECCN numbers for all items on the order. If the Product is a Kit, the Supplier must provide a BOM that includes a breakdown of the components, their part number, technical description, HTS Code, ECCN and Country of Origin.

For more information on ECCN please refer to the Export Administration Regulations and Government publications that can be found at http://www.bis.doc.gov/policiesandregulations/ear/index.htm

5.4 Additional Documentation Requirements

Azerbaijan, Turkmenistan and Uzbekistan Additional Requirements

The delivery documents must also include the following per line item: Total Line item Net weight

Kazakhstan Additional Requirements

Kits with separate assemblies or otherwise loose pieces must also provide a Bill of Materials in line with the requirements in Exhibit E. The delivery documents must also include the following per line item: Total Line item Net weight Manufacturer
Brazil Additional Requirements

The delivery documents must also include the following per line item:
- Total Line item Net weight
- Manufacturer
- Manufacturer’s Address

Failure to comply with Section 5 may cause the LSP not to receive the Products concerned, or the Products to be returned at the Supplier’s cost and risk. If the final destination requires a Certificate of Origin (COO), the Supplier should endeavor to include all relevant COO documentation of the respective items as requested by the Hubs. Any charges incurred by the Hubs in arranging such COO’s or fines incurred for non-compliance, shall be at the cost of the Supplier. For Netherlands, LTD (Long Term Declaration) must be provided where required instead of individual COO documents.

OIES/STC “Chemicals” Additional Requirements

For OIES “Chemicals” a Certificate of Analysis (CoA) must be provided to a Schlumberger contractor (currently SGS) electronically prior to physical shipment. This email address will be visible on the email from the GOLD system that has the PO attached and can be seen in Exhibit C.

US Free Trade Agreements Additional Requirements

Any Supplier located in a NAFTA country (US, Canada and Mexico) and receiving a PO with ones of the entities listed in the document as the “Sold To” entity and Expeditors as the “Ship To” LP, is required to fill up, on a per PO line item(s) basis, either of the forms set out in Exhibit D. If multiple line items in a PO are eligible for the NAFTA qualification, it is possible to only use one form for all such line items (not a form per line item). Should this be required by Schlumberger, a Schlumberger employee will contact you. If it is an actively ordered part, this will need to be done each year.

5.4 Product Delivery or Pickup Request

Before preparing the Products for delivery, the Supplier must contact the regional Schlumberger Procurement Center or LSP’s inbound expediting team to verify that that the PO is valid, and that the Products can be received by the LSP. At this time, the Supplier must also advise the LSP of any special customs status applying to the Products (e.g. I.P.R/bonded). In all cases, it is required to send a copy of the itemized packing list to the LSP’s expediting team 24 hours before actual pick up date.

The LSP may require additional documents to be filled before dispatching a truck for collection at supplier. This may include an online or a Excel-based pickup form, which may need parcel dimensions and weights, supplier address, hours, truck type, loading constraints.

For hazardous items in the US, the LSP requires to have a scanned copy of a signed bill of lading indicating the material is hazardous.

5.5 Direct Shipments
Direct shipments from the Supplier’s location to the concerned End User (not delivered to the Hub or LSP) are not permitted, unless specifically coordinated by LSP and Schlumberger Hub Logistics Specialists (not destination logistics) and ship only with documents provided by LSP and DSC software. The shipment must not physically include the supplier’s invoice, and must only contain the DSC invoice. Unless this exception, the DSC Finance Department will not pay invoices which do not comply with the direct shipment guidelines. Contact the concerned HLS personnel for any question in relation to direct shipments.

5.6 Intangible Items

A GOLD PO line item cannot be placed for any intangible service/item, including but not limited to, agreements, license, transportation, warranty, rent, technical service, travel expenses, embedded software or electronically distributed software, packing charges or packing material charges (drums, pallets etc). These charges must be included in the cost of goods sold of the tangible line items.

The Supplier will need to reject any line item on a PO that is created for an Intangible item. Intangible items cannot be received in the DSC system, and consequently supplier’s invoice cannot be paid if they include intangibles. If the order is to be processed by DSC all items must be a tangible item (packaging in not considered a tangible), and the description should be such so that there is no confusion on whether the material is tangible or intangible. All intangible orders, and packing material will need to be included in the Cost of the Goods Sold or placed on a Non-DSC entity Purchase Order.
SECTION 6: Trade Compliance and Record Retention

It has been and remains the policy and practice of Schlumberger to comply strictly with all applicable trade (including export and import) laws and regulations in every jurisdiction where Schlumberger conducts business. The Supplier is expected to perform its duties in accordance with the law and the highest ethical standards. Schlumberger maintains a Trade Control and Customs Department that is available to assist the Supplier if the need arises (for example, end user statements, provision of controlled goods information, product usage etc.) and can be contacted via your Schlumberger Supplier Manager or if no Supplier Manager is assigned, the “Order Contact” from the PO should be contacted.

While trade (including export and import) laws and regulations vary from one country to another, most require some sort of record retention. Schlumberger therefore requires 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 email and all forms of relevant records. All documents must be kept in a legible form in a location from which they may be readily retrieved if requested by the Schlumberger Trade Control and Customs Department. Records should be retained for 7 years, or longer if required under local law.

A supplier cannot supply to Schlumberger any product where country of origin is an embargo country (Cuba, Iran, Syria, N. Korea, Sudan and Crimea) without prior approval of Schlumberger Buying Entity.
SECTION 7: Business Ethics Policy

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 Ethics.

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 telephone number +(1) 888 884 8849, or alternatively the following website/email address:

www.slbethics.ethicspoint.com

or

SLcomplianceDpt@slb.com
## Exhibit A – Contact Details of Schlumberger Hub Logistics Specialists (HLS) Personnel by Geographic Hub

The DSC Hub Logistics Specialists (HLS) personnel can be contacted at the following e-mail address:

1. **Rotterdam Hub - Material physically available in Europe, Africa, Russia, and Caspian (EAF/RCA)**

<table>
<thead>
<tr>
<th>WesternGeco: Any PO that begins with G*</th>
<th>Destination: All Countries/Vessels</th>
</tr>
</thead>
<tbody>
<tr>
<td>[email to be filled]</td>
<td>Central America (MCA) / South America (SAM)</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Central and South America</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Europe/Africa (EAF)</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: UK, Norway, Denmark</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Netherlands, Germany, France, Romania, Hungary, Austria, Italy, Turkey, Spain, Ukraine, Poland, Morocco, Serbia, Albania</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Algeria, Tunisia</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Libya</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Ethiopia, Kenya, Mozambique, Namibia, South Africa, Tanzania, Uganda</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Benin, Cameroon, Equatorial Guinea, Ghana, Ivory Coast, Nigeria, Sierra Leone, Senegal, Mauritania</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Congo, DR Congo, Gabon, Chad</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Angola</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Russia/Caspian Sea (RCA)</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Kazakhstan, Uzbekistan, Turkmenistan, Azerbaijan</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Russia</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Middle East (MEA)</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: Egypt, India, Saudi Arabia, Bahrain, Iraq, South Sudan, Qatar, United Arab Emirates, Kuwait, Yemen, Oman, Bangladesh, Jordan</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>China (CHA) / Asia and Australasia (ASA)</td>
</tr>
<tr>
<td>[email to be filled]</td>
<td>Destination: China (CHA) / Asia and Australasia (ASA)</td>
</tr>
</tbody>
</table>
2  Houston Hub - Material physically available in North, Central, South America (NAM / MCA / SAM)

<table>
<thead>
<tr>
<th>Countries</th>
<th>Business entity</th>
<th>Group Email:</th>
<th>Lync:</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mexico, Costa Rica, Cuba, El Salvador, Guatemala, Nicaragua</td>
<td>GOLD</td>
<td><a href="mailto:UXMCA@SLB.COM">UXMCA@SLB.COM</a></td>
<td>281 285 1033</td>
<td>+5999 839 3416</td>
</tr>
<tr>
<td></td>
<td>non-GOLD</td>
<td><a href="mailto:MCA-USFieldexports@slb.com">MCA-USFieldexports@slb.com</a></td>
<td>832 551 4026</td>
<td>+303 439 5567</td>
</tr>
<tr>
<td>Venezuela</td>
<td>GOLD</td>
<td><a href="mailto:UXVTT@SLB.COM">UXVTT@SLB.COM</a></td>
<td>281 716 4025</td>
<td>+5999 8393 429</td>
</tr>
<tr>
<td></td>
<td>non-GOLD</td>
<td><a href="mailto:SAM-USFIELDEXPORTS@slb.com">SAM-USFIELDEXPORTS@slb.com</a></td>
<td>281 450 7010</td>
<td>+303 579 1126</td>
</tr>
<tr>
<td>Brazil, Uruguay</td>
<td>GOLD</td>
<td><a href="mailto:UXMRZ@SLB.COM">UXMRZ@SLB.COM</a></td>
<td>281 716 4025</td>
<td>+5999 8393 429</td>
</tr>
<tr>
<td></td>
<td>non-GOLD</td>
<td><a href="mailto:SAM-USFIELDEXPORTS@slb.com">SAM-USFIELDEXPORTS@slb.com</a></td>
<td>281 450 7010</td>
<td>+303 579 1126</td>
</tr>
<tr>
<td>Ecuador</td>
<td>GOLD</td>
<td><a href="mailto:UXECG@SLB.COM">UXECG@SLB.COM</a></td>
<td>281 716 4025</td>
<td>+5999 839 3416</td>
</tr>
<tr>
<td></td>
<td>non-GOLD</td>
<td><a href="mailto:SAM-USFIELDEXPORTS@slb.com">SAM-USFIELDEXPORTS@slb.com</a></td>
<td>281 450 7010</td>
<td>+303 579 1126</td>
</tr>
<tr>
<td>Argentina, Bolivia, Chile</td>
<td>GOLD</td>
<td><a href="mailto:UXabc@slb.com">UXabc@slb.com</a></td>
<td>281 716 4025</td>
<td>+5999 839 3416</td>
</tr>
<tr>
<td></td>
<td>non-GOLD</td>
<td><a href="mailto:SAM-USFIELDEXPORTS@slb.com">SAM-USFIELDEXPORTS@slb.com</a></td>
<td>281 450 7010</td>
<td>+303 579 1126</td>
</tr>
<tr>
<td>Colombia, Peru, Ecuador</td>
<td>GOLD</td>
<td><a href="mailto:UXpp@slb.com">UXpp@slb.com</a></td>
<td>281 716 4025</td>
<td>+5999 839 3416</td>
</tr>
<tr>
<td></td>
<td>non-GOLD</td>
<td><a href="mailto:SAM-USFIELDEXPORTS@slb.com">SAM-USFIELDEXPORTS@slb.com</a></td>
<td>281 450 7010</td>
<td>+303 579 1126</td>
</tr>
<tr>
<td>Trinidad &amp; Tobago, Barbados, Suriname</td>
<td>GOLD</td>
<td><a href="mailto:UXTXT@slb.com">UXTXT@slb.com</a></td>
<td>281 716 4019</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td>non-GOLD</td>
<td><a href="mailto:MCA-USFieldexports@slb.com">MCA-USFieldexports@slb.com</a></td>
<td>281 450 7010</td>
<td>+1 303 579 1126</td>
</tr>
<tr>
<td>Canada</td>
<td>non-GOLD</td>
<td><a href="mailto:CAN-USFIELDEXPORTS@SLB.COM">CAN-USFIELDEXPORTS@SLB.COM</a></td>
<td>281 716 4025</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td>China, Japan, South Korea, Mongolia, Taiwan</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXCHA@SLB.COM">UXCHA@SLB.COM</a></td>
<td>281 716 4022</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 690 7228</td>
</tr>
<tr>
<td>Australia, New Zealand, Papua New Guinea, Brunei, Malaysia, Philippines, Singapore, Indonesia, Cambodia, Myanmar, Thailand, Vietnam</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXASIA@SLB.COM">UXASIA@SLB.COM</a></td>
<td>281 716 4022</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 690 7228</td>
</tr>
<tr>
<td>Bahrain, Saudi Arabia, Iraq, South Sudan, Egypt</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXARM-JRO@SLB.COM">UXARM-JRO@SLB.COM</a></td>
<td>281 716 4016</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 415 7017</td>
</tr>
<tr>
<td>Eritrea, Jordan, Somalia, UAE, RDC - Replenishment orders, ME Hub, Kuwait, Pakistan, Qatar, Yemen</td>
<td>GOLD / non-GOLD / WG Land Crew</td>
<td><a href="mailto:UXMEA@SLB.COM">UXMEA@SLB.COM</a></td>
<td>281 716 4019</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 564 4821</td>
</tr>
<tr>
<td>Oman, Bangladesh, Cyprus, India, Sri Lanka</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXNAG-INM@SLB.COM">UXNAG-INM@SLB.COM</a></td>
<td>281 716 4421</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 722 9761</td>
</tr>
<tr>
<td>Albania, Austria, Bulgaria, Croatia, Czech Republic, Germany, Greece, Hungary, Italy, Lithuania, Morocco, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXCEU@SLB.COM">UXCEU@SLB.COM</a></td>
<td>281 716 4022</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 798 4682</td>
</tr>
<tr>
<td>Libya, Malta, Benin, Cote D’Ivoire, Ghana, Guinea-Bissau, Mauritania, Nigeria, Sierra Leone, Senegal</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXKIG-NGA@SLB.COM">UXKIG-NGA@SLB.COM</a></td>
<td>281 716 4022</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 798 4682</td>
</tr>
<tr>
<td>Belgium, France, Switzerland, Denmark, Falkland Islands, Fono Islands, Great Britain, Greenland, Ireland, Netherlands, Norway</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXNSG@SLB.COM">UXNSG@SLB.COM</a></td>
<td>281 716 4021</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 284 2065</td>
</tr>
<tr>
<td>Angola</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXANG@SLB.COM">UXANG@SLB.COM</a></td>
<td>281 716 4029</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 951 897 7671</td>
</tr>
<tr>
<td>Cameroon, Chad, Congo, Congo (Democratic Republic), Equatorial Guinea, Gabon, Kenya, Madagascar, Namibia, South Africa, Tanzania, Uganda, Ethiopia, Mozambique, Algeria, Tunisia</td>
<td>GOLD / non-GOLD / WG Land Crew</td>
<td><a href="mailto:UXNAG-CWA@SLB.COM">UXNAG-CWA@SLB.COM</a></td>
<td>281 716 4029</td>
<td>+1 951 897 7671</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 240 6988</td>
</tr>
<tr>
<td>Russian Federation, Turkmenistan, Ukraine</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXRCL@SLB.COM">UXRCL@SLB.COM</a></td>
<td>281 716 4445</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 240 6988</td>
</tr>
<tr>
<td>Kazakhstan, Azerbajan, Kyrgyzstan, Uzbekistan, Georgia</td>
<td>GOLD / non-GOLD</td>
<td><a href="mailto:UXCAPI@SLB.COM">UXCAPI@SLB.COM</a></td>
<td>281 716 4421</td>
<td>+1 303 439 5567</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 832 722 9761</td>
</tr>
</tbody>
</table>
3  **Material physically available in Asia / Australasia (ASA), excluding China - Singapore Hub**

<table>
<thead>
<tr>
<th></th>
<th>All Destinations, All Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><a href="mailto:flsasia@slb.com">flsasia@slb.com</a></strong></td>
<td>Destination: All Countries/Vessels</td>
</tr>
</tbody>
</table>

4  **Material physically available in MEA (Middle East) – Dubai Hub**

<table>
<thead>
<tr>
<th></th>
<th>All Destinations, All Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><a href="mailto:flsmea@slb.com">flsmea@slb.com</a></strong></td>
<td>Destination: All Countries/Vessels</td>
</tr>
</tbody>
</table>

5  **Material physically available in China (CHA) – Shanghai Hub**

<table>
<thead>
<tr>
<th></th>
<th>All Destinations, All Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><a href="mailto:flschina@slb.com">flschina@slb.com</a></strong></td>
<td>Destination: All Countries/Vessels</td>
</tr>
</tbody>
</table>
Exhibit C – Example of GOLD PO

**Purchase Order**

**Order Number**: PC111111
**Cust Ref**: D65P111111
**Order Date**: 16 Sep 2014
**45 Days from Inv Receipt**

<table>
<thead>
<tr>
<th>Line</th>
<th>Part Number</th>
<th>Description</th>
<th>Quantity</th>
<th>Delivery Date</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>M12-0005</td>
<td>Surfactant M12 in 550a Drum</td>
<td>4 Drum/F plastic</td>
<td>30 Sep 2014</td>
<td>220.00</td>
<td>880.00</td>
</tr>
</tbody>
</table>

**Required Packaging Type**

Chemical Formulation

**Ordering Entity**

**Certificate of Analysis (CoA)** must be sent prior to delivery or payment may be delayed

Any Questions regarding these PO should be sent to one of these contacts based on “Final Destination”

*Contacts subject to change use most recent contacts from the email

Incoterm is not always listed, confirm with your Schlumberger supplier manager if a question on pricing

Submit Invoice via [https://slb.mysupplierportal.com](https://slb.mysupplierportal.com) DO NOT SEND Paper invoice to: Dubai, United Arab Emirates
Exhibit D – US Free Trade Agreements

Any Supplier located in a NAFTA country (US, Canada and Mexico) and receiving a PO with ones of the entities listed in the document as the “Sold To” entity and Expeditors as the “Ship To” LP, is required to fill up, on a per PO line item(s) basis, either of the forms set out below (not both forms). If multiple line items in a PO are eligible for the NAFTA qualification, it is possible to only use one form for all such line items (not a form per line item). Should this be required by Schlumberger, a Schlumberger employee will contact you. If it is an actively ordered part, this will need to be done each year.

For Items from the US, there is a separate form to fill depending on country of destination: Australia, Bahrain, Canada, Chile, Colombia, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Israel, Jordan, Korea, Mexico, Morocco, Nicaragua, Oman, Panama, Peru, Singapore

1 Model Letter

[use company’s letterhead]

To: Schlumberger Technology Corporation
14950 Heathrow Forrest Parkway Suite 280
Houston, TX 77032
ftahou@slb.com

[fill up date]

Re: NAFTA qualification

Dear Madam/Sir,

Please be advised that the part(s) number [fill up part(s) number] described as [fill up part(s) description] which was/were supplied by our company, [fill up company name], is/are hereby eligible for NAFTA treatment pursuant to the NAFTA Rules of Origin Regulations as defined in 19CFR 181.

Our company makes this/these part(s). The foregoing statements apply for the year [fill up year concerned – only one year per letter].

Sincerely,

For [fill up company name]

[signature of duly authorized representative of company]

Name:

Date:
## Certificate of Origin Form

**NORTH AMERICAN FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN**

Please Print or type 19 CFR 181.11, 181.22

<table>
<thead>
<tr>
<th>1. EXPORTER NAME AND ADDRESS</th>
<th>2. BLANKET PERIOD (DD/MM/YYR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX ID Number</td>
<td>FROM ___________________________</td>
</tr>
<tr>
<td></td>
<td>TO _____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. PRODUCER NAME AND ADDRESS</th>
<th>4. IMPORTER NAME AND ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX ID Number</td>
<td>TAX ID Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**I CERTIFY THAT:**

- The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document:

- I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given of any changes that would affect the accuracy or validity of this certificate:

- The goods originating the territory of one or more of the parties, and comply with the Origin requirements specified for those goods in the North American Free Trade Agreement, and unless specifically exempted in Article 411 or annex 401, there has been no further production or any other operation outside the territories of the parties; and

- This certificate consists of _____ pages, including all attachments.

<table>
<thead>
<tr>
<th>11a. Authorized Signature:</th>
<th>11b. COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.1.1.1.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11c. NAME (Print or Type)</th>
<th>11d. Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.1.1.2.1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11e. DATE (DD/MM/YYR)</th>
<th>11f. (Voice)</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.1.1.2</td>
<td></td>
</tr>
</tbody>
</table>

Customs form 434(040397)
Exhibit E – Kazakhstan Requirements

To Whom It May Concern

Date: 01 March 2013

Documentation Requirements for Customs Clearance in the Republic of Kazakhstan Rev. 1
(Original letter dated 29 October 2010)

In order to comply with requirements of the Kazakhstan Customs we require all suppliers delivering items to us for end destination KAZAKHSTAN (ISO Country Code KZ) to forthwith provide us with the below information:

The below details must be mentioned on supplier’s invoice, packing lists, delivery notes or communicated in the body of the email when requesting for collection:

1. Part Number (has to match Part number on the product if marked)
2. Detailed description of the goods (no abbreviations acceptable)
3. Serial number of the line item if applicable
4. Quantity
5. Unit of Measure
6. Net weight per line item in kg (without packaging)
7. Value in USD
8. Country of Origin per Line Item (has to match Country of Origin on the product if marked)
9. Manufacturer Name per line item (has to match Manufacturer Name on the product if marked)
10. HS Code per line item

KIT / Set / Assembly
If order contains KIT, Set or Assembly, Valuated line item break down is applicable with all the above details mentioned for each component of KIT, Set or Assembly as per following format, preferably provided in excel sheet document:

<table>
<thead>
<tr>
<th>P/N</th>
<th>DESCRIPTION</th>
<th>SERIAL NUMBER</th>
<th>QTY</th>
<th>UOM</th>
<th>NET WEIGHT KG</th>
<th>VALUE USD</th>
<th>COO</th>
<th>MAN-RE</th>
<th>HTC</th>
</tr>
</thead>
</table>

In addition, Kazakhstan Customs require us to provide with Technical Documentation/Data Sheets to back up descriptions of all technical equipment and assist with duty assessment so we also require that suppliers provide these to us with the delivery upon request.

Our logistics providers will contact suppliers for Kazakhstan as part of their expediting process to ensure that requested information is provided before to arrange collection.

Please note that by accepting any newly submitted orders with final destination Kazakhstan, you confirm that all above mentioned requirements can be met by your company. Collection (and thus payment) of orders will only be made where above mentioned information is provided.

Please contact fisnicag@slb.com, nislb.kzcontrol@dhl.com for any questions with regards to this process.

Yours Faithfully,

[Signature]

Steven Moll
EAP-GOLD Hub Manager

Rotterdam Maastoren
Wilhelminakade 77
3072 AP Rotterdam
The Netherlands

Telfax: +31 (0)10-2923159
Phone: +31 (0)10-2623196

ING Bank Amsterdam
IBAN: NL09 INGB 0001 0135 48
Account Number: 67.29.98.364

K.V. Rotterdam 24438924
VAT nr.: NL819649527B01
Exhibit F – Escalation Protocol for Payment

Schlumberger Procure-to-Pay process updates

Obtaining Payment Status Updates from Schlumberger

Schlumberger uses My Supplier Portal to manage inquiries about invoice and payment, and maintain vendor master account information. You will find below the main process channels and communication escalation steps:

Escalation points of contact if needed

1. My Supplier Portal (MSP)

Track your payment status using MSP as your first entry point:

https://slb.mysupplierportal.com

MySupplierPortal can be used even if the invoice was not uploaded in the MSP Portal.

If you have not registered in the portal please register at the following address:

http://slb.mysupplierportal.com/Pages/UI/NewUserRequest.aspx

2. Email Accenture

For invoice queries, please directly submit the query through My Supplier portals or send an e-mail to: slb.finance@accenture.com. You will receive a confirmation e-mail with the incident number.

Accenture can also be contacted through phone:

+1 703 404 9996 (English)

Please have the incident number assigned on-hand, otherwise the accounts payable team will not consider your claim.

3. Email the PSC AP Team

If no response within 72 business hours, you may send a mail to:

PSC-AP@slb.com

Please have the incident number assigned, otherwise the accounts payable team will not consider your claim.

Please also communicate the country of the Schlumberger entity that is being billed.

This document outlines the key information for a compliant Procure-to-Pay process.

For additional reference, a full listing of Schlumberger policies related to our suppliers is always available at the Schlumberger website: http://www.slb.com/resources/supply.aspx and detailed in the Supplier Information Kit: http://www.slb.com/resources/supply/supplierinfo/supply_kit.aspx


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Exhibit G – Oracle PO Sample

Purchase Order
Authorization Status: Document has been Approved

<table>
<thead>
<tr>
<th>Order Number</th>
<th>L007</th>
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Supplier: SMX900100

Address: 8290 JARDI PETROSCO BVI
AMN FIELD TECHNOLOGY AND PRODUCTS FZC
PO Box 74035
DBDM, United Arab Emirates
Warehouse: M5 A - B290 JARDI PETROSCO BVI

<table>
<thead>
<tr>
<th>Supplier Contact</th>
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<tbody>
<tr>
<td>Supplier Phone</td>
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<tr>
<td>Supplier VAT Code</td>
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</tr>
<tr>
<td>Payment Terms</td>
<td>NET DUE 30 DAYS</td>
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<td>Term of Sale</td>
<td>NO VAT</td>
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<td>MSC - MEDITERRANEO</td>
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<tr>
<td>Purchase Order Number</td>
<td></td>
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<th>Quantity</th>
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Notes to Supplier:

1. For CHEMICALS, any failure to comply with QC, the material should be returned back to supplier without additional cost.
2. Original documents to be used in our office before arrival of the shipments.
## Exhibit H – SAP PO Sample

### Purchase Order

<table>
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<th>Purchase order number:</th>
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<td>G580010281-4</td>
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<td>Purchase order date:</td>
<td>26 Aug 2016</td>
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<td>Internal Reference:</td>
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**Sold to:**

GOLD DC ISUP Rotterdam - PES NV

**Order contact:**

BOG – SURFACE EQ.
Surface-lam@slb.com

**Ship to:**

GOLD DC ISUP Rotterdam - PES NV
c/o DHL Global Forwarding
Kalverstraat 10
3197 LE ROTTERDAM - BOTLEK

**Send Invoice to:**

Petroleum Equipment Supplies NV

**Contact:**

Schlumberger Riboud Product
J. de Henri Becquerel
F-92142 Clamart

**Phone:**

+33 1 4537 2000

**Email:**

intouchspccs@slb.com

nslb.expediting@dhl.com

<table>
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<tbody>
<tr>
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<td>EACH</td>
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**Item 1:**

POTTING COMPOUND WICATHSY SILICONE RUBBER 1 (GAL PAIL ROHS)

**Total value (USD):**

674.36

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.

This PO is electronically Approved.