

EQUINOR US OPERATIONS INVOICING POLICY

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1. DEFINITIONS

- **Job/Well:** Physical location/asset that the service took place, or the material was delivered to. Job is goods delivered and/ or services provided.
- **Cost Object:** A Work Breakdown Structure (WBS), Cost Center or Work Order that is used to pay for the work.
- **Line Item Detail:** Outline each line item on the invoice (Quantity and Price) with a subtotal for all line items.
- **Rate Validation:** Systematic rate validation will take place only if an electronic PriceBook is established.

2. PURPOSE & OBJECTIVES

This **Equinor US Invoicing Policy** provides both internal Equinor employees and external suppliers with pertinent information regarding Equinor's invoicing requirements.

- Describe and outline Equinor's US invoicing process
- Equinor US invoicing requirements
- Simplify and reduce time spent handling invoices
- Reduce disputed invoices and increase on-time invoice payments
- Improve supplier invoicing compliance and transparency
- Increase the level of electronic invoicing across the Equinor US supplier base

3. EXPECTATION OF SUPPLIERS

As an Equinor US supplier, it is expected that each supplier will comply with the invoice requirements outlined herein and to remain up to date with the latest invoice requirements

The following requirements are set to ensure timely payment of invoices and prevent processing delays due to lack of information.

4. STRUCTURE

This section outlines all Equinor US acceptable invoicing structures. The Equinor operations or supply chain representative will provide the necessary guidance as to the preferred invoicing structure for their specific function/scope of work.

Equinor requests that suppliers submit one invoice per month by utilizing only one of the two invoicing structures defined below.

Invoices shall:

- Reference a single purchase order
- Have a single approver
- Include proof of delivery executed by an Equinor representative (field ticket, bill of lading, delivery ticket, electronic field ticket stamp, time sheets etc.)

Structure #1 Invoice Per Job/Well:

Invoice must be for a single well or job that is associated with several days of work and/ or can be a consolidated order to create one large invoice, as long as the work is in reference to the same purchase

order with the same invoice approver.

Structure #2 Invoice Multiple Jobs/Wells:

Single invoice for multiple wells that can be allocated across multiple cost objects.

- **Example:**

Fuel is delivered to a location that will be allocated across 3 wells, resulting in 1 invoice that has costs allocated to 3 different cost elements that all reference the same purchase order. Jobs/wells can be bundled as long as it is the same purchase order and same invoice approver for the cost objects being billed.

5. SUBMISSION REQUIREMENTS

- Invoices are the only form of document that will be processed for payment
Note: Statements, delivery notes, pro-forma invoices or other documents will not be considered a valid request for payment
- Invoices and supporting documents must comply with Equinor's invoice data requirements (reference *Section 5.1 Invoice Data Requirements*)
- Invoices will be documented as received in Equinor's Accounts Payable system immediately after a successful invoice submission; triggering the start of the supplier's payment terms.

Note: If the invoice must be resubmitted, payment terms will restart from the new submission date.

- Prior to contracting a 3rd party to provide services for Equinor, the supplier must communicate to the Equinor Lead Representative, in writing, their intent to hire the 3rd party. Approval must be granted to move forward with the 3rd party prior to any work or services being provided by the 3rd party. Equinor will not accept invoices from the 3rd party directly (all invoices shall go through the original supplier to whom the purchase order is issued)
- Unless otherwise specified in the signed agreement or purchase orders between the supplier and Equinor, the invoice must itemize the following information and be shown as separate line items on the invoice:
 - Charges for goods delivered
 - Additional fees for work
 - Standard and overtime hours billed for services rendered
 - Reimbursable expenses
 - Surcharges
 - Amount of applicable tax payable (including sales and federal tax)
 - Freight charges

5.1 DATA REQUIREMENTS

The below fields are required for all invoice submissions.

TABLE 1 | Data Requirements

| Requirements | Description |
|---|---|
| Supplier Invoice Number | The word "Invoice" and Unique identifier generated from the suppliers accounting system which can alphanumeric and not exceed 16 characters. The same invoice number should not be used more than once. This includes adding a suffix (special character, alphabet etc.) to a previously used invoice number or any evidence of tampering. Invoice to be on Supplier company letterhead with company's legal name, address and contact person in accounting department |
| Invoice Date | Date in which the invoice was generated (reference Section 5 Invoice Requirements) |
| Service/Delivery Date | Dates services were rendered, or goods delivered |
| Purchase Order Number | Equinor supplied 10-digit '450XXXXXXX'. Supplier is responsible to include the purchase order number on invoice submission. |
| Equinor entity name | Equinor entity name provided on the Purchase Order |
| Ship-from Zip +4 | Zip code of which services were rendered or goods were shipped from Format: XXXXX-XXXX or XXXXX XXXX. (applicable only for Texas Intra state invoices) |
| Accounting Information | Cost objects to include WBS, Cost Center, AFE or Network for Equinor to allocate cost appropriately. This information can be located on the purchase order, electronic/manual stamp, or provided by Equinor requestor. |
| Requestor of Work | Equinor representative requesting service |
| Well Site/Location | Equinor location where services have been performed or goods delivered |
| Payment Remit to Address | 'Invoice to' address displayed on purchase order |
| Unit of Measure | Established unit of measure-based purchase order and/or pricebook |
| Description of goods or services | Description of services rendered, or goods delivered. If referencing a pricebook, this description will prepopulate upon selection from pull down menu. |
| Quantity of goods or services | Total quantity based on unit of measure of services rendered or goods delivered |
| Unit Price | Agreed upon unit price based on established unit of measure on the purchase order |
| Total Price | Total amount for services rendered or goods delivery (including tax and freight where applicable) |
| Tax Amount | Any applicable tax detailed by state, federal and well service tax |
| Currency | Invoice amount should reflect the same currency as purchase order |

| | |
|--|---|
| Agreement Number/ Contract Number | Work order agreement number (WOA) as listed on the purchase order, if applicable <i>Note: Part numbers/service codes and prices on the invoice must align with the WOA</i> |
| Supporting Documents | This documentation may vary in form, please see typical vendor field ticket and invoice supporting documentation notated below. <ul style="list-style-type: none"> ▪ Packing Slip ▪ Field Ticket (with or without detailed cost) ▪ Pro Forma Invoice ▪ Invoice ▪ Shipping Notification ▪ Material Slip ▪ Timesheet |
| Payment Terms | This should be identical as the PO/ Contract issued for the specific scope of work |
| Banking Details | Banking details (including IBAN / Swift Code where used). In case there is a change in bank details Equinor's Procurement Representative needs to be contacted |
| Tax Identification Number | Based on Supplier geographic location |

Note: Handwritten text on an electronically printed invoice is not acceptable. Any modifications would require a reprinted invoice. Reapproval may be required.

6. FREQUENCY AND TIMING

6.1 FREQUENCY

Invoices should be submitted individually for each purchase order and consolidated as one (1) invoice per month or per direction from Equinor representative. Each invoice is limited to 200 lines including both cost objects and detailed service lines. Please see the example below:

- **Example1:**
An invoice has 100 service lines but each line has 5 cost objects. This invoice now totals 500 overall invoice lines. Hence cannot be consolidated into one invoice.
- **Example2:**
An invoice has 50 service lines but each line has 2 cost objects. This invoice now totals 100 overall invoice lines. Hence can be consolidated into one invoice.

6.2 TIMING

Invoice document and supporting documents that are signed and stamped must be received by Equinor within 60 days of completion of the work. This is further described below.

Supplier shall invoice Equinor for all amounts due and outstanding under the applicable Call-Off, Purchase Order, or Work Order Agreement, within the earlier of: (i) sixty (60) days following the completion of the Work; or (ii) sixty (60) days following the receipt of field stamp ; or (iii) the expiration or termination of the relevant Purchase Order. In the event Supplier fails to invoice Equinor for all amounts due within such time period, Supplier waives and releases Equinor from any obligation to pay such amount.

7. PAYMENT TERMS

Payment terms are described in the Master Agreement, Framework Agreement, Work Order Agreement under Appendix B – Compensation and/or purchase order. For paper invoices, payment terms start when Equinor receives and timestamps the invoice. For email invoices, payment terms start when the invoice is successfully submitted, and confirmation email is received. The payment term clock will restart with each dispute.

8. PAYMENT METHOD

Equinor offers two methods of payment:

- Automated Clearing House (ACH) - Please allow 1-3 business days for delivery.
- Physical Check – Please allow 7-10 business days for delivery.

Equinor's preferred method of payment is ACH. Please keep your billing information up to date by emailing the details on official company letter head to the procurement responsible mentioned on your purchase order.

9. SUPPORTING DOCUMENTS

Signed proof of delivery is required and must be included as attachments with the invoice. Stamps are also required (if applicable).

Examples include:

- Packing Slip
- Field Ticket (with or without detailed cost)
- Pro Forma Invoice
- Invoice
- Shipping Notification
- Material Slip
- Timesheet

Invoices will not be approved if the proper supporting documents are not attached with the invoice.

Note: If Equinor provides a new or updated approval stamp, please only upload the most recent version and discard the original.

9.1 ELECTRONIC FIELD TICKET STAMP

If you have been identified as a supplier under this process, you will receive two documents – a Call-Off Order and an Electronic Field Ticket Stamp.

Call-Off Order Request

When an Equinor representative calls off an order, an email as shown in the sample snapshot below, will be sent to the Supplier representative requesting for services to be

performed.

This request will generate a Call-Off Order number reflected and attached in the email communication.

| Call-Off Order | | | |
|---|----------------------------|--|-----------------------|
| Stamp #: 000000455 | | Request Date: June 26, 2018 | |
| Supplier Information Supplier Name L.L.C. 200 Office Rd, Suite 200 Dallas TX 75109 | | Equinor Contact Equinor Contact Name eqc@equinor.com 713-600-6000 | |
| Billing Information Invoice Submissions: Refer to Purchase Order or Equinor US Operations Invoicing Policy Company Code: 4033 | | Special Instructions | |
| Directions: Information provided | | | |
| Purchase Details | | | |
| Purchase Order #: 4501234515 | | Delivery Date: June 26, 2018 | |
| WOA #: 4600012345 | | Asset: Eagle Ford | |
| PO Line | Description | | |
| 10000 | EF_2018_Contract Labor_CMP | | |
| Locations | | | |
| Description | API Well No | GL Account | Cost Object |
| YOUNG GU1 A5 | 42-255-35450-00 | 6630110 | J.ST.4033-1002735_CMP |

The Call-Off Order serves as the Electronic Field Ticket Stamp, once signed and dated.

Page 1 of 1

From: Equinor Contact [mailto:eqc@equinor.com]
 Sent: Tuesday, June 26, 2018 8:20 AM
 To: Supplier Name <suppliername@supplier.com>
 CC: Contact1@equinor.com; Contact2@equinor.com
 Subject: Call-Off Order #000000455 for services at multiple locations
 Importance: High

Call-Off Order: 000000...
84 KB

Supplier,
 Please find attached the documentation for Call-Off Order #000000455.
 This document contains information regarding the location where the services are to be provided as well as Equinor's invoice coding information which must be present on your Field Ticket and invoice when submitted to Equinor.
 Contact the requestor printed on the attached document with any questions you may have regarding this request for services.

Thanks,
 Equinor
 Equinor Contact Name
 713-600-6000

Note: The Call-Off Order does not replace direct phone calls with Equinor Representatives. These calls may still be necessary to gather details on the scope of work.

Electronic Field Ticket Stamp (EFTS)

When Call-Off services are complete, the Supplier representative will receive an approval email indicating the authorized services are complete; documented through the **Electronic Field Ticket Stamp**, as shown in the sample below.

To view the approved **Electronic Field Ticket Stamp**, simply double click the attachment as highlighted above. The **EFTS** will display with relevant stamp information confirming services were rendered.

| Electronic Field Ticket Stamp | | | |
|--|----------------------------|--|-----------------------|
| Stamp #: 000000455 - Approved | | Request Date: March 14, 2018 | |
| Supplier Field Ticket #: 3900 | | Estimated Cost: \$20,000.00 | |
| Supplier Information Supplier Name LLC P.O. Box 2020 Dallas TX 75109 | | Equinor Contact Equinor Contact Name eqc@equinor.com 713-600-6000 | |
| Billing Information Invoice Submissions: Refer to Purchase Order or Equinor US Operations Invoicing Policy Invoice Approver: Approver Name Company Code: 4033 | | Field Ticket Notes | |
| Purchase Details | | | |
| Purchase Order #: 4501234515 | | Delivery Date: March 14, 2018 | |
| WOA #: 4600012345 | | Asset: Eagle Ford | |
| PO Line | Description | | |
| 10000 | EF_2018_Contract Labor_CMP | | |
| Locations | | | |
| Description | API Well No | GL Account | Cost Object |
| YOUNG GU1 A5 | 42-255-35450-00 | 6630110 | J.ST.4033-1002735_CMP |
| Signed: Equinor Contact Name | | Date: June 27, 2018 | |

The Call-Off Order serves as the Electronic Field Ticket Stamp, once signed and dated.

This Electronic Field Ticket Stamp is an acknowledgment that the described work has been completed, only. Equinor hereby reserves all claims, remedies, warranties, and other rights that may be available to it in law, at equity, or in contract.

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Download the **Electronic Field Ticket Stamp** pdf file and attach as supporting documentation with your submitted (electronically or paper) invoice.

From: Equinor Contact [mailto:eqc@equinor.com]
 Sent: Wednesday, June 27, 2018 1:05 PM
 CC: Contact1@equinor.com; Contact2@equinor.com
 Subject: APPROVED Call-Off Order #000000455 | Supplier Field Ticket #3900
 Importance: High

Electronic Field Ticket Stamp
46 KB

Supplier,
 Please find attached the Electronic Field Ticket Stamp for Call-Off Order #000000455. This document serves as acknowledgment of receipt of services and can be used in lieu of a physical signature on a Field Ticket. The document contains Equinor's invoice coding information which must be present on your Field Ticket and invoice when submitted to Equinor.

If you have questions on the SCP process or this electronic approval, contact your Equinor Procurement Responsible or email
 gfm_SCP@equinor.com.

Thanks,
 Equinor
 Equinor Contact Name
 713-600-6000

Important:

If you receive an Electronic Call-Off, the invoice can be submitted with either an EFTS or a manual stamp as provided by the Equinor field representative. If you have questions on the validity of the document, please contact your Equinor Procurement Responsible or email usinvoice@Equinor.com or call Equinor Service Desk: +1 713-878-6970 (option 7 for Finance).

Note: Please ensure to attach the Electronic Field Ticket Stamp and not the Call-Off document as supporting documentation during invoice submission.

10. SUBMISSION METHODS

- There are two methods for submitting an invoice to Equinor: email and paper
- The preferred method is email to PDFInvoice@Equinor.com
- If not submitting through the preferred channel, suppliers are permitted to submit via physical mail, with the expectation they will work towards the email submission process

10.1.1 EMAIL INVOICE SUBMISSION

Please send **one** (1) PDF file which contains both **invoice and supporting backup** documentation to PDFInvoice@Equinor.com

This email serves as a drop box for invoice submission and does not support dialogue.

1. Invoice to be in PDF format only. All other file extensions will be rejected
2. Only one PDF file per email
3. Both invoice and attachments need to be included in the same PDF file
4. Invoice page must be the first page of the PDF
5. **Only one invoice** (including back-up documentation) for each e-mail
6. Subject of email should include invoice number and company name (example: Invoice No 1, COMPANY NAME ABC LLC) (if possible)
7. No messages can be submitted with the e-mail, as it will be read by a scanner
8. Total size of the e-mail (attachment plus text) should not exceed 36MB
9. Send the e-mail to: PDFInvoice@Equinor.com

Please **submit invoicing questions** to USInvoice@Equinor.com.

E-mail must include:

- Company name
- PO number
- Invoice number
- Invoice amount

For Purchase Order issues please contact your Equinor Procurement Representative. For any scope changes while delivering work please contact your Equinor Representative requesting services.

10.1.2 PHYSICAL MAIL INVOICE SUBMISSION

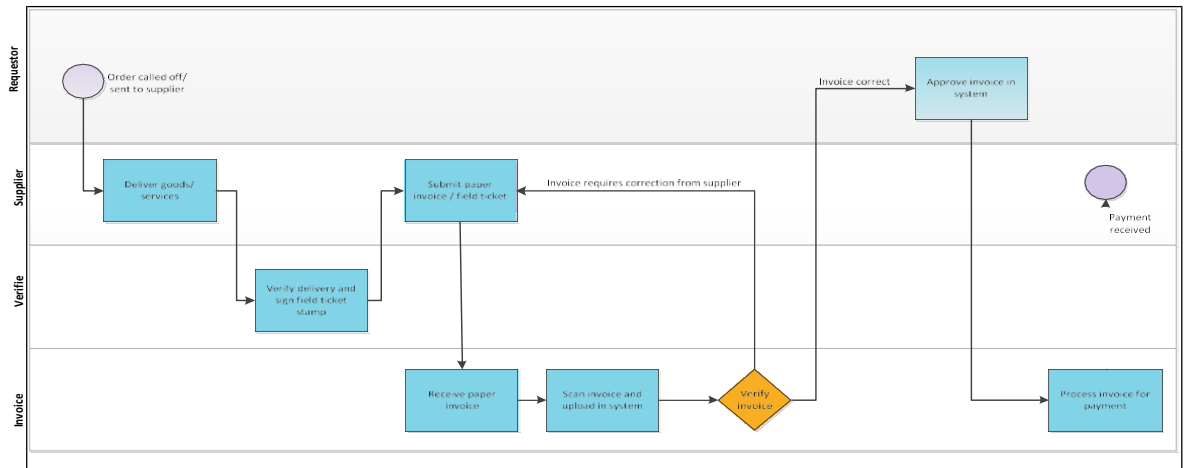
If supplier chooses to use physical mail, paper invoices must be mailed to the address below:

Attn: Invoicing Department

2107, City West Blvd, Suite 101
Houston, TX 7704

Note: If you are unsure of where to submit your invoice please reference your Purchase Order or Call Equinor Service Desk: +1 713-878-6970 (option 7 for Finance). Your Purchase Order will contain the correct legal entity to bill.

FIGURE 2 | PAPER INVOICE PROCESS DIAGRAM



11. CREDIT MEMOS

Submit credit memos via PDFInvoice@Equinor.com to Equinor referencing the original purchase order and the invoice that is being credited. The amount should be sent by ACH or wire transfer to the applicable legal entity. For details on account numbers, routing numbers or Swift code for the specific legal entity, submit a ticket to usinvoice@Equinor.com

If no purchase order number exists; contact your Equinor Procurement Responsible.

12. COMMON DISPUTE REASONS

When an invoice is disputed by Equinor, the payment terms will reset when the corrected invoice is resubmitted by the supplier. Invoices can be disputed for the following reasons inclusive however not limited to:

- Total size of the e-mail (attachment plus text) exceeding 36MB
- Duplicate invoice
- Incorrect Pricing
- Incorrect Purchase Order Number
- Equinor Entity Name not matching that on the Purchase Order
- Incorrect Tax amount
- Invoice is 60 days or more past work date *(Refer section 6.2)*
- Invoice submitted under wrong asset
- Supporting document not meeting required criteria *(Refer section 9)*
- Reached maximum number of line items *(Refer section 6.1)*

If you have questions regarding a disputed invoice, please submit a ticket to

SECURITY CLASSIFICATION: OPEN

usinvoice@equinor.com or contact your Equinor Procurement Responsible.

Note: Paper/ Physical mail suppliers will receive a dispute notification via email from an Equinor representative detailing the dispute which supports dialogue. Please ensure the contact information listed on your invoice contains a current email address.

APPENDIX 1 | FREQUENTLY ASKED QUESTIONS

Q. How do I get status of my purchase order or invoice?

A. Contact Equinor via the channels below:

Email: usinvoice@Equinor.com, or

Call Equinor Service Desk: +1 713-878-6970 (option 7 for Finance)

Q. How do I confirm my purchase order number, line number clarification, fund balances, or quantity updates?

A. Contact Equinor Procurement Responsible listed on purchase order

Q. How do I get help with invoice submissions?

A. Contact Equinor via the channels below:

Email: usinvoice@Equinor.com, or

Call Equinor Service Desk: +1 713-878-6970 (option 7 for Finance)

Q. How do I get my invoice supporting document stamped for Onshore?

A. The “primary” process is to contact the Equinor work requestor to provide an Electronic Field Ticket Stamp (EFTS), unless specifically guided differently by an Equinor representative. If EFTS is not provided, secondary process is to get invoice supporting documentation signed at location.

Below are Equinor’s main US Onshore field office locations:

Bakken: 14649 Brigham Drive, Williston, North Dakota 58801, (701) 875-3501

Bakken: 6160 90th Ave NW, Ross, ND 58776, (701) 755-3402

Appalachian Basin: 42722 State Rte 7, Main 1 Telco, Ohio Twp, OH, US, 43915

Appalachian Basin: Town Center Bldg. 1, 300 Wharton Circle, Suite 265, Triadelphia, WV 26059, (304) 362-9868

APPENDIX 2| EXAMPLES

INVOICE

Below is a sample of an invoice containing required fields

| INVOICE | | | | | | | | |
|--|--|-------|-----|---|-------------|---------------|----------|---------------|
| <p>ABC Company</p> <p>Remit to: ABC Company, Inc. P.O. Box 12345, Dallas, TX 75303-5678</p> | | | | <p style="text-align: center;">Wire Transfer Information</p> <p>Account Number: Account XXXXXXXX ABA Routing Number: XXXXXXXX</p> | | | | |
| Invoice Date: March 25, 2020 | | | | Invoice Number: 89101112 | | | | |
| <p>DIRECT CORRESPONDENCE TO: 123 BUSINESS BLVD Williston, ND 55843-1234</p> | | | | <p>Rig Name: XYZ Rig Well Name: ALLISON 23-14 XW 1TFH, WILLIAMS Ship to: SPRINGBROOK, ND 58843 WILLIAMS</p> <p>Job Date: January 31, 2020 Cust. PO No.: 4503211234 Payment Terms: Net 30 days from Invoice date Sales Order No.: 90123456</p> | | | | |
| <p>TO:</p> <p>EQUINOR ENERGY LP ATTN ACCOUNTS PAYABLE pdfinvoice@equinor.com</p> | | | | <p>Shipping Point: ND ESP Shipping Point Ultimate Destination Country: US Customer Account No.: 350131</p> | | | | |
| Material | Description | QTY | UOM | Base Amount | Unit Amount | Gross Amount | Discount | Net Amount |
| 1092014 | SESP DIRECT SALE BOM - MONITOR January 2020 | 1.00 | JOB | | | | | |
| *1100353 | AL MON MONITOR/SURV OWNED-INSP | 1.000 | MON | | 450.00 | 450.00 | | 450.00 |
| | Taxable | | | | | | | 450.00 |
| | Non-Taxable | | | | | | | 0.00 |
| | Total | | | | | 450.00 | | 450.00 |
| | Due on 07/29/2020 | | | | | 450.00 | | 450.00 |
| | Sales Tax - State -ND | | | | | | | 17.50 |
| | Sales Tax - County -WILLIAMS | | | | | | | 3.50 |
| | Invoice Total | | | | | | | 471.00 |
| | | | | | | | | US Dollars |
| <p>CUSTOMER ROUTING DATA:</p> <p>WBS OR Cost Center : DST106542 Invoice Approver :Equinor Rep Name PO Line : 10000~ ~ DEFAULT Contract : 4600012345</p> | | | | | | | | |
| <p>Financial Services Contact: Supplier Rep Name Phone: 97212345678 E-mail: supplier.rep@abc.com</p> | | | | | | | | |

* - Taxable item

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PHYSICAL FIELD TICKET STAMP



Below is a sample of a field ticket. Field ticket stamps must be signed with all required data for invoice payment.

| | |
|--------------------------|--|
| PO# | |
| Invoice Approver: | |
| Date: | |
| Location: | |
| WBS/Cost Center: | |
| Print Name: | |
| Signature | |

Note: Various versions of the stamp maybe used which may look different however will contain the same information.

ELECTRONIC FIELD TICKET STAMP

Below is a sample of an electronic field ticket stamp. Please see section **9.1 Electronic Field Ticket Stamp** for the detailed process.

| Electronic Field Ticket Stamp | | | |
|--|----------------------------|---|-----------------------|
|  <small>000000455</small> | |  | |
| Stamp #: 000000455 – Approved | | Request Date: March 14, 2018 | |
| Supplier Field Ticket #: 3900 | | Estimated Cost: \$20,000.00 | |
| Supplier Information Supplier Name: LLC P.O. Box 2020 Dallas TC 75100 | | Equinor Contact Equinor Contact Name eqct@equinor.com 713-600-6000 | |
| Billing Information Invoice Submission: Refer to Purchase Order or Equinor US Operations Invoicing Policy Invoice Approver: Approver Name Company Code: 4033 | | Field Ticket Notes | |
| Purchase Details | | | |
| Purchase Order #: | 4501234515 | Delivery Date: | March 14, 2018 |
| WOA #: | 4600012345 | Asset: | Eagle Ford |
| PO Line | Description | | |
| 10000 | EF_2018_Contract Labor_CMP | | |
| Locations | | | |
| Description | API Well No | GL Account | Cost Object |
| YOUNG GU1 AS | 42-255-35450-00 | 6630110 | J.ST.4033_1002735_CMP |
| Signed: Equinor Contact Name | | Date: June 27, 2018 | |
| <small>The Call-off Order serves as the Electronic Field Ticket Stamp, once signed and dated. This Electronic Field Ticket Stamp is an acknowledgment that the described Work has been completed, only. Equinor hereby reserves all claims, remedies, warranties, and other rights that may be available to it at law, at equity, or by contract.</small> | | | |

APPENDIX 3 | MATCHING PURCHASE ORDER AND INVOICE DATA

3A. HOW TO MATCH THE PURCHASE ORDER AND INVOICE HEADER DATA

Figure 1a and 1b | Sample Equinor Purchase order

Figure 2 | Sample Supplier Invoice header

Purchase Order 4501234515 2

Supplier Name: **1**
PO BOX: 12345
Houston 77042-4512

Equinor Gulf Services LLC
Purchase Order Date: **4501234515 / 08/15/2016** Print Date: 08/15/2016
The above reference number must be given on all documents and to all correspondence.

Your reference / Salesperson: 4500021234 / Supplier Salesperson name
Terms of delivery according to INCOTERMS 2010: DDP Delivery Address
Delivery date: 08/27/2016
Terms of payment: Within 30 days of receipt of the invoice

Please deliver to: **3**
Equinor Gulf Services LLC
Attn: Accounts Payable
PO BOX 211277
Dallas TX 75211-4304

if not specified, please deliver to: Onshore Holdings LLC
8200 Bridge Point Parkway, Building 2
Austin 78730

The Equinor Operations Invoicing Policy is available on the following website:
<https://www.equinor.com/content/dam/equinor/documents/supply-chain/easb-onshore-operations-invoicing-policy-05-05-17.pdf>
Invoices must reference Equinor's PO number and be submitted via the electronic payment portal. OpenInvoice. One attachment per email and one invoice per attachment. If you have been assigned to OpenInvoice, invoices can be emailed to apd@equinor.com.

To obtain details of a submitted invoice, please submit your inquiry via email to invoice@tstabi.com or by contacting the Help Desk Phone @ 713-876-5970 (option 7 for finance).

| Item | Quantity | Description | Price per unit | Net value USD |
|-------|----------|-----------------------------------|----------------|-----------------|
| 00010 | 1 PC | PC-BENEFIT-000-02-MMR-008-RM32808 | 500.00 | 500.00 9 |

Deliv. date: 08/27/2016
Your material no.: 4501234515
Our material no.: 4500021234
Ref. and date: 4500021234 from 08/08

Please deliver to:
Onshore Holdings LLC
8200 Bridge Point Parkway, Building 2, Ste 500
Austin 78730

- Continued on page 2 -

Equinor Gulf Services LLC
Phone: 7133222222
Fax: 7133222222
E-Mail: equinor@equinor.com

| | | | | |
|---|---|---------------|--------------------------|-------------------------------|
| Invoice number:101112 | Invoice Date: 25.05.201X | | | |
| Supplier Name as Supplier Name PO Box 12345 Houston 77042-4512 | TC Equinor Gulf Services LLC Attn:Accounts Payable PO Box 211277 Dallas TX 75211-4304 | | | |
| Salesperson | Email and Phone | Payment Terms | Purchase Order Reference | Total Net Value excluding tax |
| Sales Person Name | salesperson@suppliername.com 513-554-5555 | NT30 | 4501234515 | \$10 USD |

Add fields 1-10 from the Purchase Order on your invoice:

| Reference Number | Purchase Order Field | Where to look for the info |
|------------------|---|----------------------------|
| 1 | Supplier Name | Header |
| 2 | Purchase Order No | |
| 3 | Invoice Address and Entity Name | |
| 4 | Purchase Order Line no | Item Level |
| 5 | Order line reference for service (same as PO line no) | |
| 5b | <i>In certain scenarios (eg. Material POs) an additional order line reference may exist</i> | |
| 6 | WOA line item number | |
| 7 | Material Number | |
| 8 | Currency | |
| 9 | Total item amount | |
| 10 | Unit of measure | Signature |
| 11 | Total purchase order amount | |
| 12 | Equinor entity (buyer) | |
| 13 | Procurement responsible with authority to change and update the purchase order | |

Purchase Order 4501234515

Supplier Name: PO BOX, 12345
Houston 77042-4512

Purchase Order Date: 4501234515 / 08/15/2016

| Item | Quantity | Description | Price per unit | Net value USD |
|-------|----------|------------------------------------|----------------|---------------|
| 00008 | 1 PC | ADAPTER,DISPLAY PORT,10V-D,FH878AA | 5.00 | 5.00 |

Deliv. date: 08/27/2016
Your material no.: 4501234515
Our material no.: 4500021234
Ref. and date: 4500021234 from 08/08

Please deliver to:
Onshore Holdings LLC
8200 Bridge Point Parkway, Building 2, Ste 500
Austin 78730

Total net value excl. VAT USD **510.00 11**

Equinor Procurement Responsible Name: **3**

Equinor Gulf Services LLC
Phone: 7133222222
Fax: 7133222222
E-Mail: equinor@equinor.com

3B. ITEM LEVEL - HOW TO MATCH PURCHASE ORDER AND INVOICE

Figure 3a | Sample Equinor Purchase Order

| Item | Quantity | Description | Price per unit | Net value NOK |
|-------------------------------|----------|---|----------------|---------------|
| 00010 | | 12M SERVICE JOB The item contains the following services : | 109 500,00 | 109 500,00 |
| 00010/10 | | 6179990 Service Technician, Normal time | | |
| | | 100 H | 1000,00 per H | |
| 00010/20 | | 6179998 Service Technician, Overtime | | |
| | | 5 H | 1500,00 per H | |
| 00010/30 | | 6179997 Mobil/demob | | |
| | | PC | 1000,00 per PC | |
| 00020 | 2 PC | Monitor, material Our material no. 02200222 | 1.000,00 | 2.000,00 |
| Total net value excl. VAT NOK | | | | 111.500,00 |

Figure 3b | Sample Supplier Invoice

| ITEM | QUANTITY | UNIT PRICE | TOTAL |
|-------------------------------|---|-----------------------------------|------------------------|
| 10/10 | 6179999 Service Normal time, Offhour Ola Oleum Service Technician Tore Tjostum Service Technician | 100 Hours 50 Hours 50 Hours | 1.000,00 100.000,00 |
| 10/20 | 6179998 Service Technician, Normal time Overtime Offh Ola Oleum Service Technician | 5 Hours 5 Hours | 1.500,00 7.500,00 |
| 10/30 | 6179997 Mob/demob | 2pc | 1.000,00 2.000,00 |
| 20 | Monitor Our material no.0220222 | 2pc | 1.000,00 2.000,00 |
| Total net value excl. VAT NOK | | | 111.500,00 |

Matching the PO and invoice on item level

- Use same order line reference in invoice as in purchase order (Example: Item 10/10, Item 20)
- Specify what deliveries the item consist of by adding material/ service description of all elements that is included in the item.
 - **Example:**
If several persons is involved in a job, list the names. If Equinor orders “Spare parts for service” list the delivered items or add a material list.
- Use identical description and the service/material number as in the purchase order.
- Use quantity delivered with the exact same unit(s) of measure, as the one(s) indicated on PO.
 - **Example:**
H (Hour) or PC (Piece)
- Use the same unit price and quantity as in the purchase order