

Document Title: Vendor invoice instruction and submission

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Applicability

Business Line: All

Function: All

Location: All

REV NO	DESCRIPTION OF CHANGE	AUTH BY	REV BY	APP BY	APP DATE
01	Initial Release of Procedure	Zain Ahmed Zubair	Vinod Gopinathan / Tarek Kachouri		
02	Changed entity Address	Jerico Valdez	Vinod Gopinathan		

Introduction to the portal:

Dear Vendors, OilTech as part of the initiative to streamline the accounts payable process, has introduced a portal for submission of invoices to properly track the same and to avoid email communications. Each Vendor will be registered on the portal using email addresses and passwords. After registration, all registered Vendors will be able to access this portal, submit invoices online and track the status of all submitted invoices.

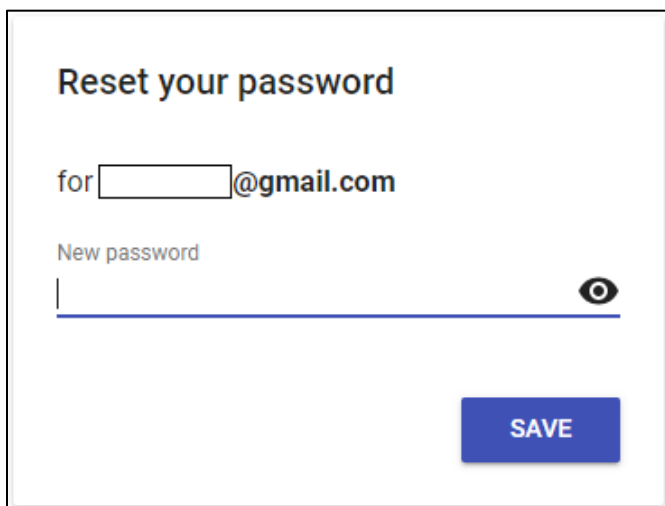
Registration process:

In order to get you registered, please send an email to payables@oiltechiraq.com with complete Vendor name and email address(es) which are going to upload invoices to OilTech portal. After entry into the registration the email address(es) will receive an email notification as below to verify the same and set a password.

https://osupplierims.firebaseio.com/_/auth/action?mode=resetPassword&oobCode=S2Dn2_wGDHGX7o4S1-CBdJY-wLAKlxEejV5weO_07_gAAAFzILCGHg&apiKey=AlzaSyA7JoAUswgXrTg6cu9AhN5oGeH_LbkMH10&lang=en

If you didn't ask to reset your password, you can ignore this email.

Once you click the link, following screen will open in your internet browser to set a password.

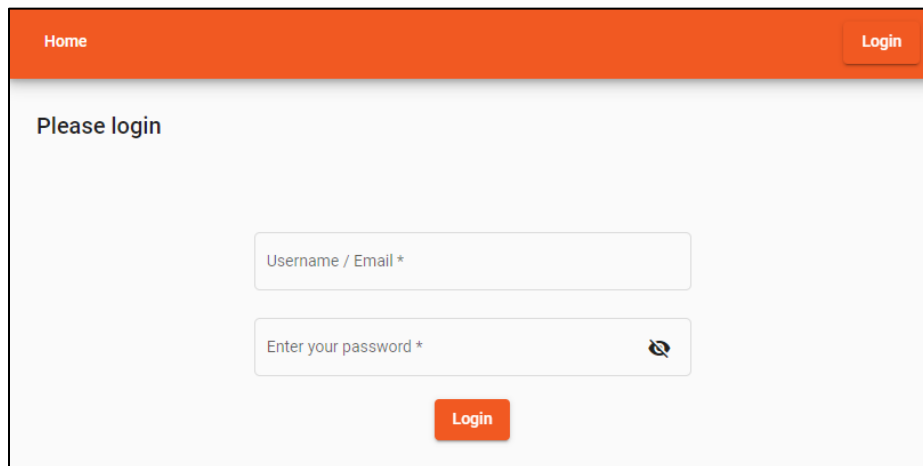


Once email address is confirmed and the password is set, you will now be able to upload invoices to the portal.

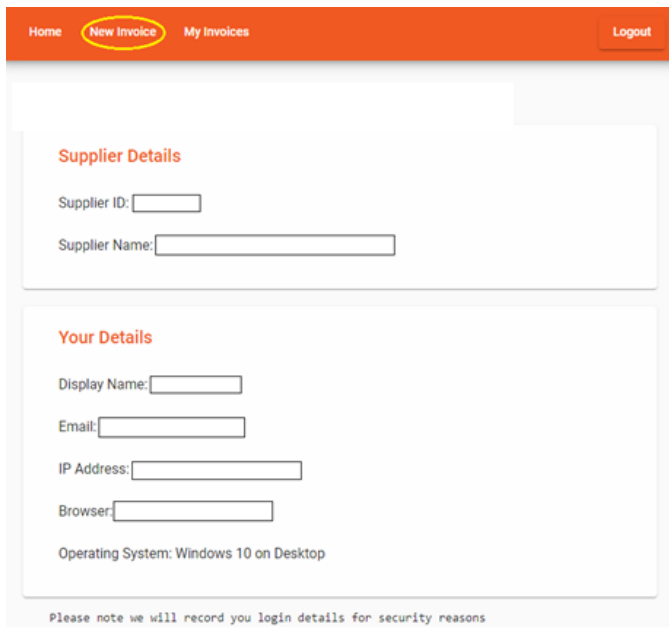
Instruction to upload invoices to the portal:

Following are the instructions to upload the invoice to the portal.

1. After registration as above pls visit the link <https://OTsupplierims.web.app/>
2. Please insert username/email address and password to login



3. Once logged in, pls click on “New invoice” on the top left corner of the page



4. Please fill in the following details and submit:
- Invoice Number, please do not use spaces
 - Invoice Date
 - Invoice Amount
 - Invoice Currency
 - Reference Type i.e. PO or Non-PO
 - Reference Number i.e. PO # in case of a PO invoice or a contract # in case of a Non-PO invoice
 - OilTech Entity Name i.e. select from the list
 - Attachments i.e. scanned copy of invoice and all supporting documentation

Submit New Invoice

Invoice Number *

Numero de facture

رقم الفاتورة

Invoice Date *

Date de la facture

تاريخ الفاتورة

Invoice Amount *

Montant de la facture

المبلغ

Invoice Currency *

USD

Devise de la facture

العملة

Reference Type

PO

Type de reference

نوع المرجع

Reference Number *

Numero de reference

رقم المرجع

Entity Name *

Select ..

Nom de l'entite

اسم الشركة

Attachments *

Pieces jointes

المرفقات

Submit

5. Please ensure all the below requirements are fulfilled in the uploaded invoices:

a. Indicate correct billing details as follows:

- Supplier name, address & tax registration number (If any)
- Purchaser name, address & tax registration number (If any)
- Please use "Invoice" or equivalent, as the header. No "Proforma" or "Commercial" will be accepted as the same are not legally binding documents for payment
- Invoice reference number, date, and currency
- Date of supply, if different, from the date the Invoice
- Description of the Goods or Services supplied
- Proof of delivery/service duly approved by the Company representative or alternatively loading note or equivalent for ex-works incoterms signed by authorized freight forwarder.
- For each Good or Service, unit price, any discount on price, quantity or volume supplied and rate of Tax
- If any additional requirement is needed, this will be further communicated on case-to-case basis

b. Requirements specific to PO Invoices:

- The Legal entity indicated on the invoice must match the legal entity on the PO referred to as the PURCHASER
- Must include PO reference number; NO multiple reference numbers; one (1) invoice will only be for one (1) PO
- Please ensure the invoice lines & prices match exactly the PO lines & prices

c. Requirements for Non-PO invoices (where COMPANY issues a Supplier Agreement (SA))

- Must be billed to the Company Legal entity as indicated in the SA
- Must indicate Service Agreement number
- Attach proof of delivery/job report duly approved by Company representative
- Attach the signed contract page where the price/rate is mentioned for verification

v. SA should be updated otherwise, contact our Supply chain Team

6. For fiscal requirements please send a hard copy of the original invoice to below address. Please note that failure to deliver the hard copy original invoice, as noted below, will result in non-payment of the invoice.

Entity Name	Address	Hard copy required?
Oil Technology for Equipment and Oilfield Services LLC	Aluhais Street, North Rumaila, Basra, Iraq Tel: +964 750 122 1749	Yes