

	CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC)	
	User Guide – Create iSupplier Supplier Charges	Version 1.0 December 01, 2014

OVERVIEW

This User Guide aims to describe how to electronically submit supplier charges (field tickets and/or invoices) against a valid contract (Global Blanket Purchase Agreement).

HOW TO USE THIS INSTRUCTION GUIDE

If familiar with the iSupplier Portal Functionalities and the CRC processes, refer to the One-page Quick Reference (Cheat sheet) on page 2. Otherwise, review the Process Overview section to better understand the processes. Next, review the Content/Checklist section, as this section lists the required and optional steps for each of the processes. Last, complete the required steps according to the detailed written instructions which follow the numbering sequence shown in the screenshots for how each of the tasks shall be executed.

When completing the steps in the iSupplier Portal, you may refer to the Content/Checklist column to validate that the required steps have been completed. In addition, this User Guide provides high-lighted and / or framed notes. These are tips and important messages to assist you in some tasks.

PROCESS OVERVIEW

Suppliers can submit Supplier Charges (Field Tickets and/or Invoices) online against valid contract set as a Global Blanket Purchase Agreement in the iSupplier Portal.

To create Supplier Charges, Suppliers will use

- Invoicing information provided by the CRC Representative (Agreement Number, Business Unit, Project Number, etc.) who requested or supervised the delivering of services and/or materials.
- Materials and services receipt information detailing items and quantities to be invoiced.
- Supplier invoice and/or field ticket number as applicable.

Based on the data above, Supplier creates a Supplier Charge header to submit one or multiple field tickets and/or invoices. Then, once the header is created, Supplier selects the specific agreement lines for the services and/or materials and enters the quantities to be invoiced. Finally, Supplier attaches any applicable documentation to support the transaction.

CRC will review the Invoice and can request clarifications, if needed. The Supplier will receive an automatic email notification requesting to access the iSupplier Portal and respond to the request. Reminders are sent until the action is completed.

IMPORTANT: Suppliers will not be able to change an Invoice after it has been submitted.

Once the Supplier Charges are approved by CRC, an automatic standard purchase order is created in the iSupplier Portal to support the invoice.



QUICK REFERENCE (CHEAT SHEET)

1. Login to the iSupplier Portal

- In the “Main Menu” panel click on the “Supplier User – Invoicing” responsibility.
- From the “Home” page, click on the “Finance” tab.

2. Complete the Supplier Charge Header Information

- Go to the “Finance” tab, click on the “Supplier Charges” hyperlink. Then, click on the “Create” button at the top-right corner of the screen.
- In the “Business Unit” field, “AP Location” field, “Agreement” field, “Remit To” field, enter or click on the “Magnifying Glass” icon to search for the applicable values.
- From the “Document Type” dropdown menu, select “Invoice” or “Field Ticket”:
 - ▶ For 1 Field Ticket number submittal, select “Document Type – Field Ticket”: in the Invoice # field, enter “Field Ticket Number”.
 - ▶ For Multiple Field Tickets submittal, select “Document Type – Invoice”. In the “Invoice” field, enter the “Invoice Number” and leave the “Field Ticket Number” field blank. As multiple Field Ticket Numbers are entered in “Field Ticket Line Information” field.
- In the “Service Date” field, enter the service date of the field ticket. For multiple “Service Dates”, leave this field blank. As multiple “Service Dates” are entered in the “Service Dates Line Information” field.
- In the “Invoice Date” field, enter the invoice date.
- In the “the Well / Lease / Site” field, enter the Well / Lease/ Name information.
- In the “Well Name” field, enter or click on the “Magnifying Glass” icon to search for the applicable option. This field is optional.
- In the “Work Order / Job #, Project and Task Number” fields, if multiple lines of coding, complete the fields in the “Work Order / Job #, Project and Task Number Line Information” section.
 - ▶ “Work Order / Job #” field: enter or click on the “Magnifying Glass” icon to search for the applicable option. This field is optional.
 - ▶ “Project Number” field: enter or click on the “Magnifying Glass” icon to search for the applicable option. This field is required.
 - ▶ “Task Number” field: enter or click on the “Magnifying Glass” icon to search for the applicable option. This field is optional.
- In the “Supplier Rep” field, enter or click on the “Magnifying Glass” icon to search for the contact name an CRC Rep may contact in case there are issues with the invoice submittal.

- In the “Supplier Rep E-mail” field, enter the Supplier Rep e-mail address.
- In the “CRC Rep” field, enter or click on the “Magnifying Glass” icon to search for the name of the person to view the invoice submittal. The “CRC Rep E-mail” field will auto-populate according to the name selected.
- In the “BOM Identifier” and “BOM Details” fields, use this field for B2B complex pricing only.
- Click on the “Save” button to save information that has been entered so far.

3. Complete the Supplier Charge Line Information

- In the Lines sections, there are 2 ways to add lines:
 - ▶ Click on “Add Multiple Lines” button to search and add lines directly from the agreement to the Lines section.
 - ▶ Click on “PO Line” column “Magnifying Glass” icon to search and add the line from the agreement one line at a time. To add additional lines, click on the “Add 5 Rows” button.
 - ▶ In the “Line #” field, system displays the Supplier Charges line number.
- If the “Document Type” is an “Invoice” enter the multiple tickets to submit for invoicing in the “Field Ticket” field.
- In the “PO Line #” and “Type” fields, system will display the Pricebook “Line Number” and the related line “Type” selected from the agreement.
- In the “BOM Identifier” and “BOM Details” fields, use this field for B2B complex pricing only.
- In the “CRC Item #, Supplier Item #, Item Description, Supplier Extended items” columns, fields are populated by the system based on the Pricebook information or must be completed by the Supplier. Goods and Services line types will already be populated. See [Line Information Table](#) for all other line types.
 - ▶ For “Supplier Extended Items 1 – 6” fields, use to parameterize the item description into several separate item attributes. The only required field is “Supplier Extended Item 1”. The concatenation of the texts in all these fields should not be longer than 252 characters.
 - ▶ For Price on Demand lines, enter the item description and at least 1 “Supplier Extended Item”.
 - ▶ For all other line types (Goods and Services not included) – as needed, add the additional details in “Supplier Extended Items 2-6” fields. See [Line Information Table](#).
- In the “Quantities, Unit of Measures, Rate” fields:



- ▶ For **PO Line Types Sales Tax, Other Tax, or Freight** the system will always display the rate as \$1.00 and the Unit of Measure as the Contract Currency.
- ▶ **PO Type Goods or Services**, For PO Line Types with a price limit are editable. Also, the rate could be updated by the system if there are price breaks set for the line based on Quantities or Services dates after the information is saved.
- If the **“Document Type”** is an **“Invoice”** enter the **“Work Order / Job #, Project and Task Number”** fields:
 - ▶ **“Work Order / Job #** field: enter or click on the **“Magnifying Glass”** icon to search for the applicable option. This field is optional.
 - ▶ **“Project Number”** field: enter or click on the **“Magnifying Glass”** icon to search for the applicable option. This field is required.
 - ▶ **“Task Number”** field: enter or click on the **“Magnifying Glass”** icon to search for the applicable option. This field is optional.
- In the **“Service Date”** field, enter the service dates of the charges.
- In the **“Supplier Charges Line Comments”** field enter additional comments that apply to a specific line in this field.
- In the **“Total”** column, system will display the total amount for each line. Click on the **“Save”** button to save the information.

4. Complete the Supplier Charge Header Attachment

- Attach any appropriate support documentation to the Invoice by clicking on the **“Add Attachment”** button.
IMPORTANT: An Attachment must be attached to the invoice if the **“Document Type”** is an **“Invoice”**.
- Click on the **“Save”** button to save the information.

5. Review and Submit the Invoice

- Review the information in all 3 sections of the **“Create Supplier Charges Screen”** and ensure that it is accurate and change, as needed.
- Alternatively, click on the **“Cancel”** button to discard the invoice.
- Click on the **“Submit”** button. A confirmation message will be displayed indicating that the Invoice has been submitted.

6. Supplier Charge (Rejection Notification)

- If the Supplier Charge is rejected, a notification is sent to the related Supplier Representative via email and will be listed in his/her iSupplier Portal Worklist.
 - ▶ The subject line will display the Supplier Charges – **“Field Ticket / Invoice”** number.
 - ▶ The **“Field Ticket Summary”** will display a summary of the Supplier Charges. Click on the **“Field Ticket Number”** hyperlink to access and review the rejected charges.

- ▶ The **“Field Ticket Line”** displays the detail lines of the Supplier Charges. If **“Notification Details”** or **“Field Ticket Number”** hyperlink do not open, login to Oracle and access the **“Simple Search”** form to find charges that are in the **“Reject Status”**.
- ▶ Review the rejection comments and according to the rejection comments, decide if the Supplier Charges needs to be re-submitted or cancelled.

7. Search, View or Check Status of Supplier Charges

- Go the **“Finance”** tab, click on the **“Supplier Charges”** hyperlink to access the **“Simple Search”** screen.
- In the **“Search”** section, enter the search criteria by populating the applicable fields (**Invoice #** or **Agreement number**, etc.), then click on the **“Go”** button.
 - ▶ Check the **“Status”** column to understand the progress of the invoicing process and if actions must be taken.
 - ▶ Click on the **“Invoice Number”** hyperlink to access the Supplier Charges details as read-only.
 - ▶ If the status is **“Draft”** or **“Rejected”** (check the **“Rejection Reason”** field), click on the **“Update”** pencil icon to make the needed changes and resubmit or click on the **“Cancel”** button to cancel the charges.

CONTENT / CHECKLIST

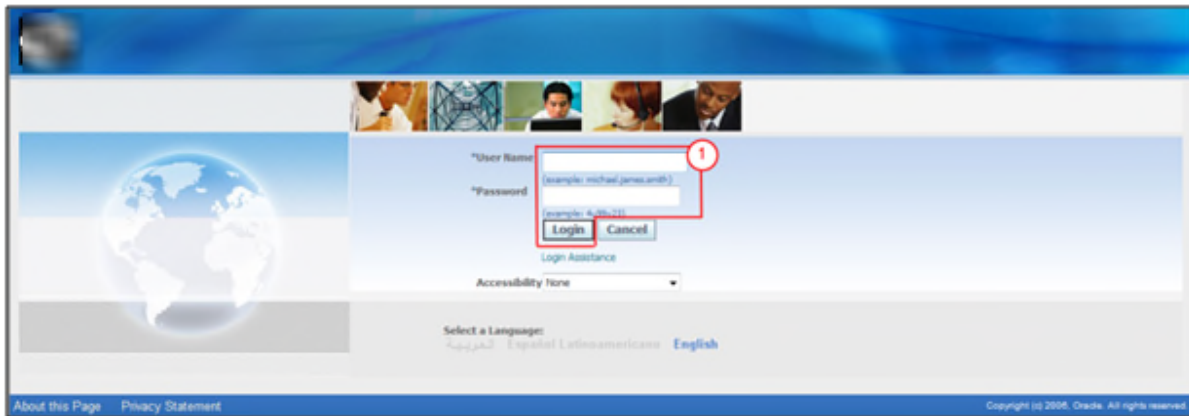
Steps	Page No	Required	Check
1. Access The iSupplier Portal	4	Required	<input type="checkbox"/>
2. Search / Update Supplier Charges	5	Required	<input type="checkbox"/>
3. Create Supplier Charge	5	Required	<input type="checkbox"/>
3.1. Create Manual Supplier Charges	7	Required	<input type="checkbox"/>
3.1.1. Complete Supplier Charges Header Information	7	Required	<input type="checkbox"/>
3.1.2. Complete Supplier Charges Lines Section	12	Required	<input type="checkbox"/>
3.1.2.1. Add Lines Manually	12	Required	<input type="checkbox"/>
3.1.2.2. Add Multiple Lines	14	Required	<input type="checkbox"/>
3.1.2.3. Complete Line Information	15	Required	<input type="checkbox"/>
3.1.2.3.1. Overview	15	Required	<input type="checkbox"/>
3.1.2.3.2. How To Complete Each Line	17	Required	<input type="checkbox"/>
3.1.2.4. Delete Lines	21	Optional	<input type="checkbox"/>
3.1.3. Complete Supplier Charges Header Attachments	22	Required	<input type="checkbox"/>
3.2. Create Supplier Charges Using The Upload Template, As Needed	23	Optional	<input type="checkbox"/>
4. Review And Submit Supplier Charges	24	Required	<input type="checkbox"/>
5. Supplier Charge Acceptance (Rejection Notification)	25	Required	<input type="checkbox"/>
6. Search, View and Check Status of a Supplier Charge	26	Optional	<input type="checkbox"/>
6.1. Search, View and Check Status of a Supplier Charge Header	26	Optional	<input type="checkbox"/>
6.2. View Supplier Charge Details	28	Optional	<input type="checkbox"/>
6.3. Cancel, Update Submitted or Re-Submit Supplier Charges (Under Rejected or Draft Statuses)	29	Optional	<input type="checkbox"/>
Exhibits		Optional	<input type="checkbox"/>
Exhibit 1 – Export Button Functionality	31	Optional	<input type="checkbox"/>
Exhibit 2 – Search GBPA Agreement	32	Optional	<input type="checkbox"/>
Exhibit 3 – Upload Supplier Charges Template By Using MS Excel Template	32	Optional	<input type="checkbox"/>

INSTRUCTIONS

IMPORTANT: As stated in the Agreements Terms and Conditions, prior to creating the Supplier Charges, Suppliers shall obtain the following information from the CRC provider requesting the materials / services: **Business Unit, AP Location, Agreement Number, Supplier Site, Project Number, etc.** This information is mandatory to have when submitting supplier charges. If any of the information is missing, contact the CRC representative that requested the materials and services before starting to create the Supplier Charges.

1. ACCESS THE ISUPPLIER PORTAL

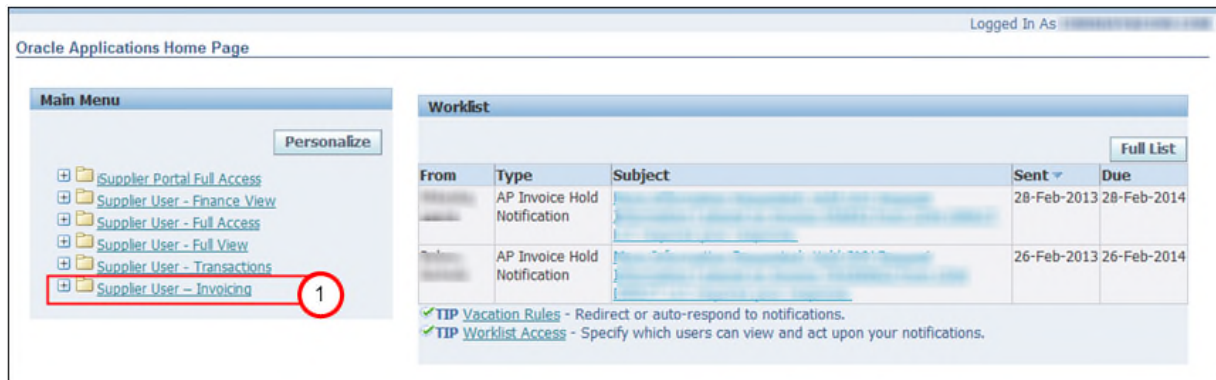
Login to the iSupplier Portal at: http://crcsupplier.CRC.com/OA_HTML/AppsLocalLogin.jsp



(1) Enter Username and Password and click on the **Login** button.

NOTE: The **Password** field is case sensitive. If there is a problem accessing to the iSupplier Portal, click at the **Login Assistance** hyperlink. Alternatively, view the [User Guide– Overview Access and Passwords, Navigation, Notification.](#)

After logging in to the portal, the **Oracle Application Home Page** will be displayed if more than one responsibility is assigned to the user. If the user only has one responsibility the **“Home”** tab screen for that responsibility will automatically be displayed.



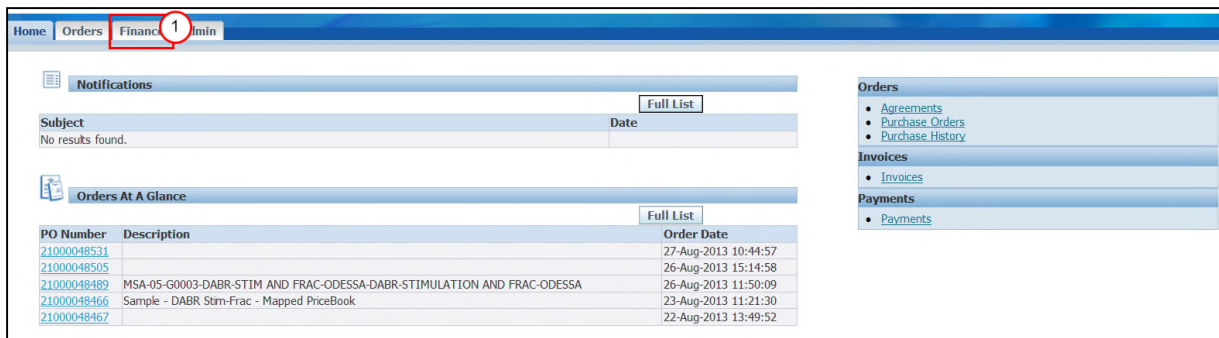
(1) To access and view the Supplier Charges, click on the **Supplier User – Invoicing** folder hyperlink.

2. SEARCH / UPDATE SUPPLIER CHARGES

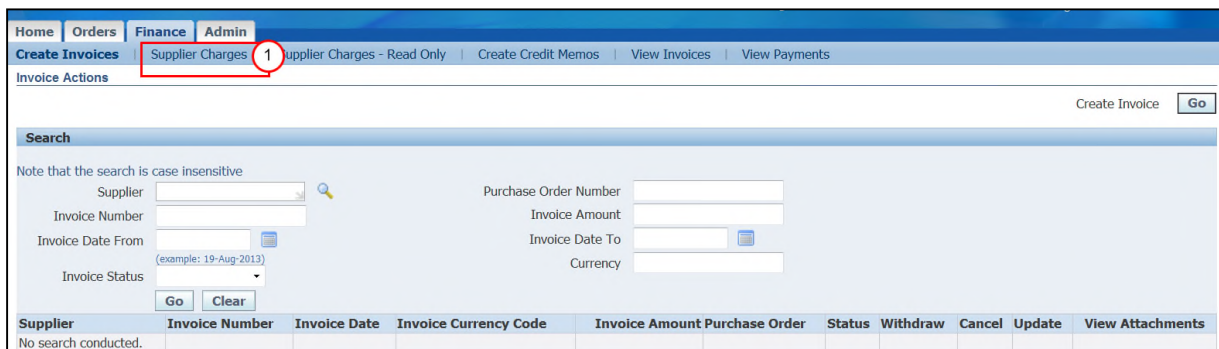
If already saved or submitted Supplier Charges need to be viewed or updated, see section [6 Search, View and Check Status of A Supplier Charge](#).

3. CREATE SUPPLIER CHARGE

Once in the required responsibility, the **Home** tab screen for that responsibility will then be displayed.



(1) Click on the **Finance** tab.



(1) Click on the **Supplier Charges** hyperlink.



The screenshot shows the 'Supplier Charges Search' page. At the top, there are navigation tabs: Home, Orders, Finance, and Admin. Below the tabs, there are links for 'Create Invoices', 'Supplier Charges', 'Supplier Charges - Read Only', 'Create Credit Memos', 'View Invoices', and 'View Payments'. The main heading is 'Supplier Charges Search'. On the right side, there are buttons for 'Create', 'Upld 1', 'Expor 2', and 'Save Search'. Below this is a 'Simple Search' section. A note states 'Note that the search is case insensitive'. There are several search filters: Business Unit, AP Location, Agreement, Supplier, and Supplier Site. On the right side, there are filters for Invoice Number, Line Level FT#, Document Type, Submit Date, Invoice Date, Invoice Due Date, Payment Terms, and Status. At the bottom, there are 'Go' and 'Clear' buttons.

(1) There are 2 methods for creating the Supplier charges:

- Manual creation of the Supplier Charges using the **Create** button functionality, see section [3.1 Create Manual Supplier Charges](#). This method is recommended when the Supplier Charge will have few lines and its related to only one invoice.
- Complete and import the **Supplier Charge MS Excel template** uploader using the **Upload** button functionality, see [Exhibit 3 Upload Supplier Charges using MS Excel Template](#). This method is recommended when an invoice will have multiple lines or multiple invoices need to be created simultaneously.

(2) To use the **Export** button functionality, see [Exhibit 1 – Export Button Functionality](#).

3.1 CREATE MANUAL SUPPLIER CHARGES

NOTE: This method is recommended when the Supplier Charge will have few lines and it's related to only one invoice.

To manually create Supplier Charges, there are 3 sections to complete in sequence:

- The Header Information section. See section [3.1.1. Supplier Charges Header Information](#).
- The Lines section. See section [3.1.2. Supplier Charges Lines Section](#).
- The Header Attachment section. See section [3.1.3. Supplier Header Attachments](#).



3.1.1. COMPLETE SUPPLIER CHARGES HEADER INFORMATION

The first step is to complete the Supplier Charge Header Information based on CRC’s invoicing information provided by CRC’s Representative and Supplier invoice and/or field ticket number as applicable.

NOTE: For instructional purposes, the Header Information has been broken down into smaller sections to assist in completing each of the fields correctly.

IMPORTANT: While filling out the Header information, it is important that each section is populated in the order in which it is displayed in this guide. As some information can be overwritten or deleted if not followed in this sequence.

- (1) In the **Business Unit** field, enter the **Business Unit** name the Supplier Charges is billing for. Click on the magnifying glass search icon to find and select the applicable **Business Unit** option.
- (2) In the **AP Location** field, enter the **AP Location** name. Otherwise, click on the magnifying glass search icon to find and select the applicable **AP Location** option.
- (3) In the **Agreement** field, enter the **Agreement** number. Otherwise, click on the magnifying glass search icon to find and select the applicable **Agreement** number.

IMPORTANT:

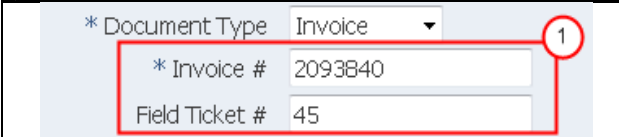
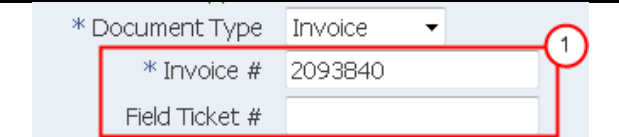
- Only Agreements set as valid Global Blanket Purchase Agreements (GBPA) will be available to select. If unable to locate the Agreement, see [Exhibit 2 – Search Global Blanket Purchase Agreements \(GBPA\) and validate Statuses.](#)
- Parent Child Relationship Access: the list of contracts available will be according to all the Suppliers enabled for a specific iSupplier Portal User. This set up allows users to access several related companies. If an agreement for multiple suppliers is not listed, contact the Supplier Helpdesk.

- (4) In the **Remit-to Site** field, enter the invoicing location and company to send the payment (check or wire). Otherwise, click on the magnifying glass search icon to locate the applicable **Remit-to Site** option.

IMPORTANT:

- If the invoicing company (Remit-To Supplier) is different from the agreement Supplier, CRC must establish the remit-to Supplier relationship in advance to allow the Supplier to submit the Supplier Charges correctly. If the Remit-To address / supplier is not listed, contact the Supplier Helpdesk.

- (5) From the **Document Type** dropdown menu, according to the supplier charges being submitted, select the **Field Ticket** or the **Invoice** option.

Submit Invoice supported by only 1 Field Ticket number	Submit Invoice supported by Multiple Field Tickets
 <p>* Document Type Invoice [1] * Invoice # 2093840 Field Ticket # 45</p>	 <p>* Document Type Invoice [1] * Invoice # 2093840 Field Ticket #</p>
<p>(1) In the Invoice # field, enter the Invoice Number and in the Field Ticket # field, enter the field ticket number to pre-populate the Field Ticket column in the Lines section for all lines.</p>	<p>(1) In the Invoice # field, enter the Invoice Number and leave the Field Ticket # field blank. The multiple field tickets will be entered manually in the Lines section.</p>



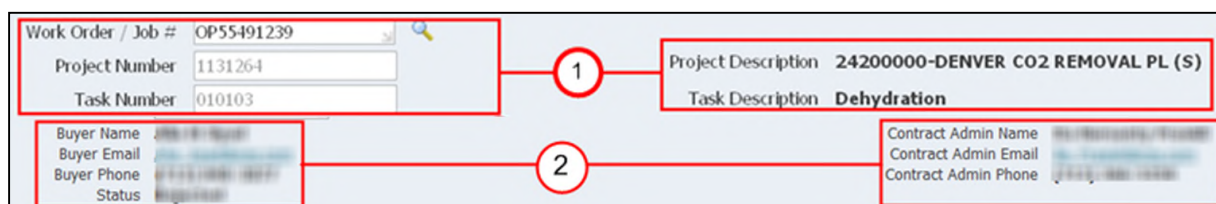
Service Date [1]
 Invoice Date 02-Dec-2013 [2]
 Submitted Date 02-Dec-2013
 Well/Lease/Site 123 ABC [3]
 Well Name CASCADE CREEK 697- [4]
 * Description Supplier Charges for We [5]

- (1) Select the **Service Date** from the available calendar to indicate the service date on the field ticket. If the Supplier Charge is related to multiple services dates, leave this field blank and complete for each line as applicable.

IMPORTANT: If the **Service Date** entered is older than 6 months, the **Justify Service** field will be displayed. Suppliers are required to enter a justification for any services being billed 6 months from the Invoice Date.

- (2) In the **Invoice Date** field, enter the date of the invoice.
 (3) In the **Well/Lease/Site** field, enter the Well/Lease or Site name if indicated on the invoice/field ticket.
 (4) In the **Well Name** field, enter the Well Name if indicated on the invoice/field ticket. This field is optional.
 (5) In the **Description** field, enter a brief description of the work being invoiced.

NOTE: the submitted date is automatically populated once the Supplier Charges has been submitted.




(1) In the **Work Order / Job #**, **Project Number** and **Task Number** fields; if there are multiple lines of coding (i.e. Work Order / Job #, Project Number), leave the fields blank and complete the fields in the Lines section. Otherwise, enter the Coding information here.

- If applicable, in the **Work Order / Job #** field, enter or search for the list of values by clicking on the magnifying glass search icon and locate the applicable Work Order / Job #. Once the Work Order / Job # is applied, the Project Number and Task Number fields will auto-populate. This field is optional.
- In the **Project Number** field, enter or search for the list of values by clicking on the magnifying glass and locate the applicable Project Number. This field is required.
- In the **Task Number** field, enter or search for the list of values by clicking on the magnifying glass and locate the applicable Task Number. This field is optional.

(2) The **Buyer** along with the **Contract Admin** information fields will auto-populate based on the Agreement Number selected.

NOTE: The **Status** field will display as **Draft** when in the process of creating the Supplier Charge. The system will change this field based on the status of the field ticket. See section [6 Search, View and Check Status of a Supplier Charge](#) for a list of the invoice Status options.



(1) In the **Supplier Rep** field, enter the contact name an CRC Representative / Accounts Payable Representative may case there are issues with an invoice submittal. Otherwise, click on the magnifying glass search icon and search for the name of the Vendor Rep.

NOTE: The **Supplier Rep** does not have to have an iSupplier account or access.

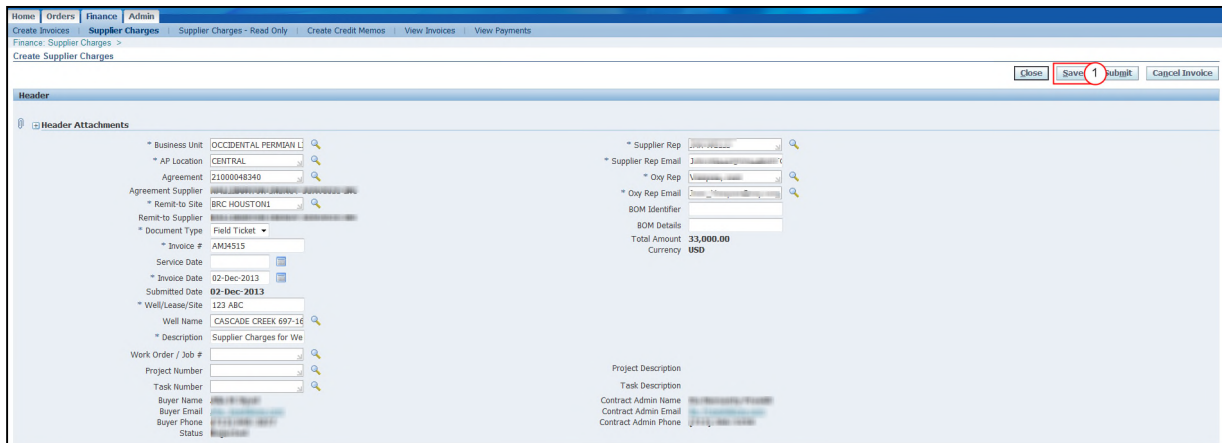
(2) In the **Supplier Rep Email** field, enter the point of contact’s email address an CRC Representative / Accounts Payable Representative might contact in case there are issues with an invoice submittal. The system automatically populates the -mail field if the Vendor Rep field was searched for in the previous field. This field can be overwritten by entering another email address, as needed.

IMPORTANT: Valid e-mail address must end with a domain, i.e. @Nameofthesuppliercompany.com, @Nameofthesuppliercompany.org, @Nameofthesuppliercompany.net, etc.

(3) In the **CRC Rep** field, enter the name of the person to view the invoice submittal. Otherwise, click on the magnifying glass search icon and search by one of the following options: **Name** or **Email**.

IMPORTANT: CRC Rep must be setup in Oracle in order to be selected. If not listed, contact the Supplier helpdesk.

- (4) In the **CRC Rep Email** field, the system should automatically populate this field based on the CRC Representative selected in the previous field.
- (5) In the **BOM Identifier** field, leave field blank. As needed use this field for B2B complex pricing.
- (6) In the **BOM Details** field, leave field blank. As needed use this field for B2B complex pricing.
- (7) The **Total Amount** will display the sum of the Supplier Charges. The Total Amount is calculated from the **Total** columns in the Lines section. The system will display \$0.00 till the Total Amount is calculated and saved and the **Currency** will default to U.S. dollars.



(1) Click on the **Save** button.

Information
Invoice ABC123 successfully saved as Draft

The system will display a message that the Supply Charges was saved as **Draft** or show any errors. Next, complete the Supplier Charges Line Section. See section [3.1.2 Supplier Charges Line Section](#).

3.1.2 COMPLETE SUPPLIER CHARGES LINES SECTION

The Supplier Charges Lines section is where Suppliers will select the PO Line(s) from the GBPA to invoice CRC. Suppliers may manually create these charges by adding the PO Lines Manually or use the Add Multiple Lines.

- There are 2 approaches on how to populate the PO Lines:
 - Option 1: To **Add Rows Manually**, see section [3.1.2.1 Add Lines Manually](#).
 - Option 2: To **Add Multiple Lines**, see section [3.1.2.2 Add Multiple Lines](#).
- To complete the **Line Information**, see section [3.1.2.3 Complete Line Information](#).
- To **Delete a Line**, see [3.1.2.4 Delete Lines](#).



IMPORTANT:

- Suppliers may duplicate lines to enter different **Field Ticket Numbers, Quantity, Project Numbers and Service Dates** when creating Supplier Charges.
- Example:

Field Ticket #	PO Line #	Type	Oxy Item #	Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6	Item Description	Quantity	UOM	Rate	Work Order / Job #	Project Item	Task Item	Service Date	Total
145789	4	Services	test1-sample-number= test1	sample2	number4						Sample Services with Price Break	50.00	HRS	0.00		110006		25-Sep-2013	2390.00
1457834	4	Services	test1-sample2-number= test1	sample2	number4						Sample Services with Price Break	30.00	HRS	0.00		110006		15-Sep-2013	500.00

The PO Line # 4 has 2 rows, each row has a different **Field Ticket Number, Quantity, Project Number and Service Date**.

3.1.2.1 ADD LINES MANUALLY

Field Ticket #	PO Line #	Type	Oxy Item #	Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6	Item Description	Quantity	UOM

(1) If additional PO lines need to be added, click on the **Add 5 Rows** button.

Field Ticket #	PO Line #	Type	Oxy Item #	Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6	Item Description	Quantity	UOM

(1) Under the **PO Line #** column, the field will be blank. If known, enter the PO Line number. Otherwise, click on the magnifying glass search icon to select the applicable PO Line number from the Agreement.



Search and Select: PO Line # Cancel **Select** 3

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: PO Line # **1**

Results

Select	Quick Line	PO Line #	Type	Oxy Item #	Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6	Item Description	UOM	Rate	Num	Category	Category Desc
<input type="radio"/>		1	Services	0198317.S								GENERIC:FREIGHT,SHIPPING;TRANSPORTATION CHARGE	USD	1	80000020	LOGISTICS SERVICES;FREIGHT CHARGES;FREIGHT CHARGES	
<input type="radio"/>		2	Services	0197431.S								GENERIC:TAXES;SALES TAX	USD	1	93161605	Sales tax	
<input type="radio"/>		3	Services	0204301.S								GENERIC:TAXES;OTHER	USD	1	93160000	Politics and Civic Affairs Service Taxation	
<input type="radio"/>		4	Services	0025013.S								NO NOUN: ** FRACTURING SERVICES:**CATEGORY DESCRIPTION	USD	1	71131000	Mining and oil and gas services-gas extraction and production enhancement services-Well frad services-	
<input checked="" type="radio"/>		5	Services			EO1						EQUIPMENT OPERATOR - 1	HRS	21	20020010	GENERAL OILFIELD LABOR;PERSONNEL;CONTRAC FIELD OPERATOR	
<input type="radio"/>		6	Services			EO2						EQUIPMENT OPERATOR - 2	HRS	23	20020010	GENERAL OILFIELD LABOR;PERSONNEL;CONTRAC FIELD OPERATOR	
<input type="radio"/>		7	Services			EO3						EQUIPMENT OPERATOR - 3	HRS	27	20020010	GENERAL OILFIELD LABOR;PERSONNEL;CONTRAC FIELD OPERATOR	
<input type="radio"/>		8	Services			EO4						EQUIPMENT OPERATOR - 4	HRS	29	20020010	GENERAL OILFIELD LABOR;PERSONNEL;CONTRAC FIELD OPERATOR	

- From the **Search By** field, click on the **Go** button. The system will display all PO Line numbers affiliated with the selected Agreement.
- Under the **Select** column, select the applicable PO Line # radio button to import.

NOTE: See Complete Line Information to view the different line types and full description for each line type.

- Click on the **Select** button. Repeat steps to add additional PO Line numbers.

NOTE: System will display a notification to the Supplier when a PO Line Type contains Price Breaks. See [Rate](#) column for additional information.

3.1.2.2 ADD MULTIPLE LINES

This functionality allows the Supplier to select multiple PO lines to import all at once.

Lines

Select Object: **1**

Select All | Select None

Select	Field Ticket #	PO Line #	Type	Oxy Item #	Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6	Item Description	Quantity	UOM
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														

- Click on the **Add Multiple Lines** button.



Search and Select: Add Multiple Lines

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: PO Line # 3

Results

Select All	Line #	Type	Qty Item #	Supplier Item	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6	Item Description	UOM	Rate	Num	Category	Category Desc	Element Num	Element Desc
<input checked="" type="checkbox"/>	2	3rd Party		10001306-2M							10001306-2M - 3rd Party Service Item-TTF	EA	0	30050060	FISHING, RE-ENTRY AND SIDETRACKING SERVICES,INSPECTIONS CHARGES,INSPECTIONS CHARGES		3005	Services Inspection
<input checked="" type="checkbox"/>		Services		H130002145-2B2							H130002145-2B2 - TBLR, ROT SUB 2.3HPAC B X 2.3"REG	EA	39.83	30050060	FISHING, RE-ENTRY AND SIDETRACKING SERVICES,INSPECTIONS CHARGES,INSPECTIONS CHARGES		3005	Services Inspection
<input checked="" type="checkbox"/>		Services		H130002145-ZC3							H130002145-ZC3 - TBLR, ROT SUB 2.3HPAC B X 2.3"REG	EA	20.52	30050060	FISHING, RE-ENTRY AND SIDETRACKING SERVICES,INSPECTIONS CHARGES,INSPECTIONS CHARGES		3005	Services Inspection
<input checked="" type="checkbox"/>		Services		H130002300-2B2							H130002300-2B2 - TBLR, XQVR 2.3"PAK B X 2.3"REG	EA	33.08	30050060	FISHING, RE-ENTRY AND SIDETRACKING SERVICES,INSPECTIONS CHARGES,INSPECTIONS CHARGES		3005	Services Inspection
<input checked="" type="checkbox"/>		Services		H130002300-ZC3							H130002300-ZC3 - TBLR, XQVR 2.3"PAK B X 2.3"REG	EA	17.01	30050060	FISHING, RE-ENTRY AND SIDETRACKING SERVICES,INSPECTIONS CHARGES,INSPECTIONS CHARGES		3005	Services Inspection
<input checked="" type="checkbox"/>		Services		H130002314-2B2							H130002314-2B2-TBLR, XQVR 2.3"REG B X 1.2"REG	EA	33.08	30050060	FISHING, RE-ENTRY AND SIDETRACKING SERVICES,INSPECTIONS CHARGES,INSPECTIONS CHARGES		3005	Services Inspection
<input checked="" type="checkbox"/>		Services		H130002314-ZC3							H130002314-ZC3-TBLR, XQVR 2.3"REG B X 1.2"REG	EA	17.01	30050060	FISHING, RE-ENTRY AND SIDETRACKING SERVICES,INSPECTIONS CHARGES,INSPECTIONS CHARGES		3005	Services Inspection
<input checked="" type="checkbox"/>		Services		H130002318-2B2							H130002318-2B2-TBLR, XQVR 2.3"REG B X 1.8"WF	EA	33.08	30050060	FISHING, RE-ENTRY AND SIDETRACKING SERVICES,INSPECTIONS CHARGES,INSPECTIONS CHARGES		3005	Services Inspection

- From the **Search By** drop down menu, click on the **Go** button. The system will display all PO Line numbers affiliated with the selected Agreement.
- Under the **Select** column, check all the applicable PO Line number(s) to import.

NOTE: See Complete Line Information to view the different line types and full description for each line type.

- Click on the **Select** button.

NOTE: System will display a notification to the Supplier when a PO Line Type contains Price Breaks. See [Rate](#) column for additional information.

Lines

Select Object: |

Select All | Select None

Select	Field Ticket #	PO Line #	Type	Qty Item #	Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6
<input type="checkbox"/>	ZH7875	88	Goods	0178712.A							
<input type="checkbox"/>	ZH7878	1	Services	0198317.S							
<input type="checkbox"/>	A38126	85	Price On Demand		RequiredEA	Required					
<input type="checkbox"/>	VTF90881	84	3rd Party		RequiredEA	Required					
<input type="checkbox"/>	HA982098	69	Reimbursable		RequiredUSD	Required					
<input type="checkbox"/>	LO9878	87	Freight		RequiredUSD	Required					

- Under the **PO Line #** column, the system will display all imported PO Line numbers.
- Under the **Type** column, the system will display the PO Line Type for the selected PO Line# from the agreement.



3.1.2.3 COMPLETE LINE INFORMATION

3.1.2.3.1 OVERVIEW

Once the PO Lines have been selected and imported into the **Lines** section, the system populates those lines according to the **Line Type**. Ensure the lines entered in this section are the correct lines. This is the information CRC will review and approve for Invoice processing. Remember to duplicate lines if multiple field ticket numbers, project number or services dates are applicable to specific line items. See [3.1.2.2 Add Multiple Lines](#).

The screenshot below displays an example:

Select	Line #	PO Line #	Type	BOM Identifier	BOM Details	Qty Items #	Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6
<input type="checkbox"/>	1	11	Price On Demand	test			Blue pantsEA	Blue pants					
<input type="checkbox"/>	2	9	Freight	test			shipping chargesUSD	shipping charges					
<input type="checkbox"/>	3	8	Tax Other	test			environmental taxUSD	environmental tax					
<input type="checkbox"/>	4	7	Sales Tax	test			government taxesUSD	government taxes					
<input type="checkbox"/>	5	6	Reimbursable	test			travel expenseshotel and	travel expenses	hotel and flight charges				
<input type="checkbox"/>	6	5	3rd Party	test			subcontractorHRS	subcontractor					
<input type="checkbox"/>	7	3	Services	test			test02-sample1-----HRS	test02	sample1				
<input type="checkbox"/>	8	1	Goods	test			test00-----EA	test00					

Item Description	Quantity	UOM	Rate	Work Order / Job #	Project Num	Task Item	Service Date	Supplier Charges Line Comments	Total
Blue pants	200.00	EA	60.00		1100011	01	28-Nov-2013		12,000.00
shipping charges	400.00	USD	1.00		1100011	T, OCCIDENTAL OIL AND GAS WORK IN PROCESS PROJECT 2-3/8 Tubing	28-Nov-2013		400.00
environmental tax	700.00	USD	1.00		1100011	01	28-Nov-2013		700.00
government taxes	500.00	USD	1.00		1100026	01	19-Nov-2013		500.00
travel expenses	3,000.00	USD	1.00		1100026	T, OCCIDENTAL OIL AND GAS WORK IN PROCESS PROJECT 2-3/8 Tubing	19-Nov-2013		3,000.00
subcontractor	400.00	HRS	20.00		1100026	01	21-Nov-2013		8,000.00
Sample Services no Price Break	180.00	HRS	30.00		1100026	01	21-Nov-2013		5,400.00
Sample Goods no Price Break	200.00	EA	15.00		1100011	01	19-Nov-2013		3,000.00

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		December 01, 2014

There are 10 PO Line Types that might be used to define how to charge line items listed in the Pricebook of an Agreement. According to the PO Line Type applicable to each line item in the Pricebook, the system will determine the information that the Supplier must complete to submit the Supplier Charges. Each PO line type has a specific purpose and usage, as described below:

TYPE	DESCRIPTION
Goods	Material Item Description related fields, unit of measure and base rate are populated per Pricebook information. They are not editable. Rate is only editable if additional rate breaks and rate limits setups are defined in the Pricebook.
Services	Service Item Description related fields, unit of measure and base rate are populated per Pricebook information. They are not editable. Rate is only editable if additional rate breaks and rate limits setups are defined in the Pricebook.
Amount Based Services	Service items where the total amount to be paid is known but is not possible to define a unit of measure and a Unit Rate. The unit of measure (contract currency, i.e. USD) and rate (\$1) are populated per Pricebook information. The Quantity field is used as the “amount” to define the amount to be invoiced. i.e. - Lump Sum. The description related fields are used to provide details of the concepts being charged.
Price on Demand	Material/Services/Charges that should be within the scope of work of the Agreement, but are not specifically defined in the Pricebook. At the Buyer’s discretion, this kind of item might or might not be included in the Pricebook. There is no pre-defined item description, rate or unit of measure. All fields are editable.
3 rd Party	Services or Materials provided by a 3 rd party (subcontractor) to be invoiced based on the 3 rd party invoice value. The 3 rd Party Material/Services/Charges are within the scope of work of the Agreement but are not specifically defined in the Pricebook. This type of item might or might not be included in the Pricebook at Buyer’s discretion. There’s no pre-defined item description or rates or unit of measure. All fields are editable.
Reimbursable	Expenses to be reimbursed based on expense report. The expenses should be within the scope of work of the Agreement but they are not specifically defined in the Pricebook. At the Buyer’s discretion, this type of item might or might not be included in the Pricebook. There’s no pre-defined item description, rates or unit of measure. All fields are editable.
Sales Tax	Sales Tax.
Tax Other	Taxes that are not sales tax. i.e. environmental taxes.
Freight	Transportation costs to be paid if they are segregated from the service/material rate. At the Buyer’s discretion, this type of item might or might not be included in the Pricebook. The unit of measure (contract currency, i.e. USD) and rate (\$1) are populated per Pricebook information. They are not editable. The Quantity field is used as the “amount” to define the amount to be invoiced. The description related fields are used to provide details of the freight charge.
No Charge	B2B Only.

According to the **PO Line Type** of the line item, the Line Information table provides a Summary of which fields are populated by the system and which fields are mandatory or optional for the Suppliers to complete.

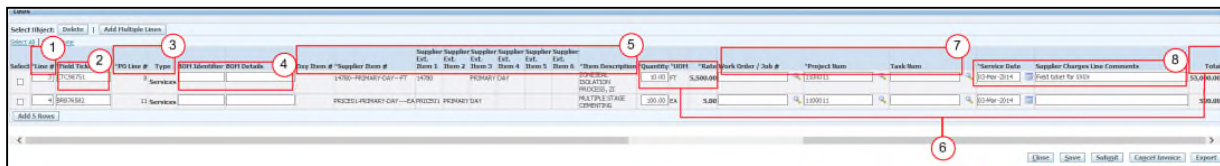
PO Type Selected	Supplier		Supplier Extension						Item Description	Quantity	UOM	Rate	Work Order / Job	Project Number	Task Number	Service Date	Total	
	Oxy Item #	Item #	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6										
Goods	System	System	System	System	System	System	System	System	System	Required	System	System	Optional	Required	Optional	Required	System	
Services	System	System	System	System	System	System	System	System	System	Required	System	System	Optional	Required	Optional	Required	System	
Price On Demand	System	System	Required	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required	Required	Required	Optional	Required	Optional	Required	System
3rd Party	System	System	Required	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required	Required	Required	Optional	Required	Optional	Required	System
Reimbursable	System	System	Required	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required	Required	Required	Optional	Required	Optional	Required	System
Amount Based Services	System	System	Required	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required	System	System	Optional	Required	Optional	Required	System
Sales Tax	System	System	Required	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required	System	System	Optional	Required	Optional	Required	System
Tax Other	System	System	Required	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required	System	System	Optional	Required	Optional	Required	System
Freight	System	System	Required	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required	System	System	Optional	Required	Optional	Required	System

Line Information Table

- Example 1 - if the line is a **Goods Type**: The **Quantity, Project Number and Service Dates** fields are mandatory to complete prior to submitting the Supplier Charges for Approval.
- Example 2 - if the line is a **Price on Demand Type**: The **Item 1, Item Description, Quantity, UOM, Rate, Project Number and Service Dates** fields are mandatory to complete prior to submitting the Supplier Charges for Approval.

3.1.2.1.2 HOW TO COMPLETE EACH LINE

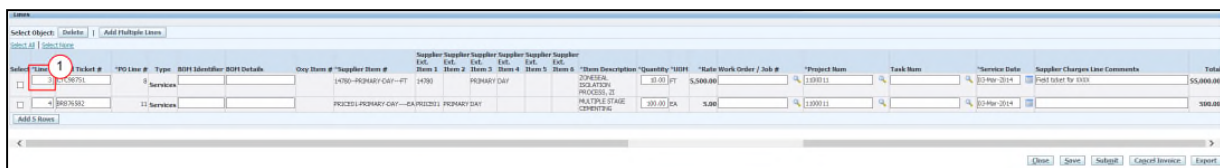
The screenshot below summarizes the information to be populated by line to be charged.



IMPORTANT: Supplier must complete each line starting from left side of the Lines section going to the right. Use the scrollbar to complete each section of the row.

In order to facilitate the explanation, one line information completion is detailed below splitted into several screenshots.

Line Number Information



(1) **Line #** field: displays the Supplier Charges line number.

Field Ticket Information

NOTE: This column will be displayed only if the Supplier Charge **Document Type** in the **Header** section is an **Invoice**. Otherwise, this column will not be displayed. In addition, this Field Ticket # field at the line level is pre-populated if the Field Ticket # field at the Header Level was populated. See section [3.1.1 Complete Supplier Charges Header Information](#).



(2) **Field Ticket** field: if enabled and not pre-populated, enter the **Field Ticket #** applicable to the specific line.

Line Number and Type

(3) **PO Line #** and **Type** fields display the Pricebook **Line Number** and the related **Line Type**.

Note: The line type defines what to populate in the rest of the line related fields. There are a total of 8 different **PO Line Types**. See the step [3.1.2.3.1 Overview](#).

NOTE: The **Pricebook Lines** must be added as many times as different charges combinations (Project, Service Date, Field Ticket, etc.) are going to be charged to the specific PriceBook Line. See the step [3.1.2.2 Add Multiple Lines](#).

Item/Charge Information – CRC Item #, Supplier Item #, Item Description, Supplier Extended items. These fields are populated by the system based on the Pricebook information or they must be completed by the Supplier to describe the supplier charge.

NOTE: For **Goods** and **Services Types**, these fields will already be pre-populated by the system. For all other **Types**, complete according to the [Line Information Table](#) provided for completing the **Line Information** section.

BOM Identifier and BOM Details

(4) Do not use. Only for B2B invoicing.

CRC Item #, Supplier Item #, Supplier Extension Item 1 – 6, and Item Description

(5) Populate the fields as required by the system

- **CRC Item #** field: displays the Pricebook CRC internal catalog Item # applicable to the Supplier item.



- **Supplier Item #** field: displays the Pricebook CRC Supplier Item # value programmatically built per convention (25 first characters of the Supplier Extended Item Fields Concatenation concatenated with the Unit of Measure).
- **Extended Items 1 – 6** field: if enabled, these fields are used to parameterize the item description into several separate item attributes. The only required field is Extended Item 1. The concatenation of the texts in all these fields should not be longer than 252 characters.

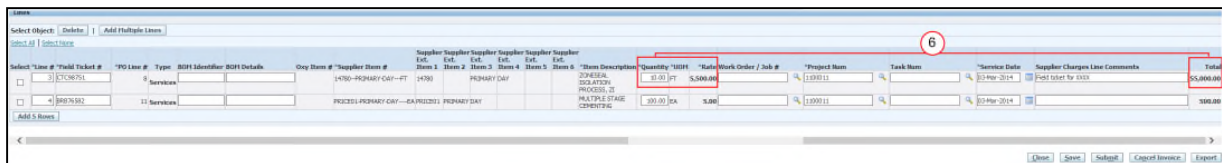
IMPORTANT:

- For Price on Demand lines, enter the item description and at least 1 Extended Item.
- For all other line types (Goods and Services not included) – as needed, add the additional details in Extended Items 2-6.
- **Item Description** field: if enabled, enter a detailed description of the item(s) being invoiced. Up to 2000 characters available.

Quantities, Unit of Measures, Rate and Total

NOTE:

- In the case of line **PO Line Types Sales Tax, Amount Based Services, Other Tax, or Freight**, the system will always display the rate as \$1.00 and the Unit of Measure as the Contract Currency. These fields are not editable.
- In the case of line **PO Type Goods or Services**, For PO Line Types with a price limit are editable. Also, the rate could be updated by the system if there are price breaks set for the line based on Quantities or Services dates after the information is saved.



(6) Populate the fields as required by the system

- **Quantity** field: enter the quantity to be billed.
- **UOM** field: if enabled, select the CRC Unit of measure. Otherwise, search for the list of values by clicking on the magnifying glass and locate the applicable UOM.
- **Rate** field: if enabled, enter the unit price applicable to the unit of measure and quantity.
- **Total** field: automatically updated by the system based on rate and quantities when data is saved.



Example Price Break based on Quantity – Two different quantities have two different rates. The system automatically chooses the right price set for the specific quantity based on the Pricebook.

Select	*PO Line #	Type	Oxy Item #	*Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6	*Item Description	Quantity	*UOM	*Rate	Work Order / Job #	*Project Num	Task Num	*Service Date	Total
<input type="checkbox"/>	2	Goods		test01-----EA	test01						Sample with Price Break	150.00	EA	9.00		1100011	10	02-Oct-2013	1,350.00
<input type="checkbox"/>	2	Goods		test01-----EA	test01						Sample with Price Break	90.00	EA	10.00		1100011	10	27-Sep-2013	900.00
<input type="checkbox"/>	4	Services		test03-sample2-number4	test03	sample2	number4				Sample Services with Price Break	60.00	HRS	35.00		1100011	10	01-Oct-2013	2,100.00
<input type="checkbox"/>	4	Services		test03-sample2-number4	test03	sample2	number4				Sample Services with Price Break	40.00	HRS	50.00		1100151		30-Sep-2013	2,000.00

Example Price Break based on Service Date – If the rate changes through the time (price increases, renegotiation, etc.), two different service dates could have two different rates. The system automatically chooses the right price set for the specific date based on the Pricebook Prices break date ranges.

Select	*PO Line #	Type	Oxy Item #	*Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	Supplier Ext. Item 6	*Item Description	Quantity	*UOM	*Rate	Work Order / Job #	*Project Num	Task Num	*Service Date	Total
<input type="checkbox"/>	2	Goods		test01-----EA	test01						Sample with Price Break	150.00	EA	9.00		1100011	10	02-Oct-2013	1,350.00
<input type="checkbox"/>	2	Goods		test01-----EA	test01						Sample with Price Break	90.00	EA	10.00		1100011	10	27-Sep-2013	900.00
<input type="checkbox"/>	4	Services		test03-sample2-number4	test03	sample2	number4				Sample Services with Price Break	60.00	HRS	35.00		1100011	10	01-Oct-2013	2,100.00
<input type="checkbox"/>	4	Services		test03-sample2-number4	test03	sample2	number4				Sample Services with Price Break	40.00	HRS	50.00		1100151		30-Sep-2013	2,000.00

NOTE:

- Upon saving the Supplier Charge, the system will display a message as a warning indicating price breaks have been applied to the line(s).
- For Price Over Ride / Limits, If the price limit / over ride is enabled (according to the contract / service) then the rate field can be modified but will be matched to the rate being billed.

Work Order / Job #, Project Num, and Task Num

Work Order / Job #, Project Num, and Task Num information is provided by CRC’s Representative. This data is related to CRC internal cost allocation procedures.

NOTE:

- The only mandatory field is the Project #. However, CRC requests Suppliers to populate Task and Work Order/Job # if provided by the CRC’s Representative.
- These columns are pre-populated if they were completed at the Header Level. See section 3.1.1 Complete Supplier Charges Header Information.
- If a Work Order/Job # is entered, the Project and Task will auto populate.

Select	*PO Line #	Type	BSH Identifier	BSH Details	Qty Items #	*Supplier Item #	Supplier Ext. Item 1	Supplier Ext. Item 2	Supplier Ext. Item 3	Supplier Ext. Item 4	Supplier Ext. Item 5	*Item Description	Quantity	*UOM	*Rate	Work Order / Job #	*Project Num	Task Num	*Service Date	Supplier Charges Line Comments	Total
<input type="checkbox"/>	3	ETC/OT										DUNELA SCAFFOLD PROCESS	10.00	BT	5,000.00		1100011		03-Mar-2014	Field later by 0103	50,000.00
<input type="checkbox"/>	4	Services										MULTI STAGE IDENTIFY	100.00	DAK	9.00		1100011		30-Mar-2014		900.00

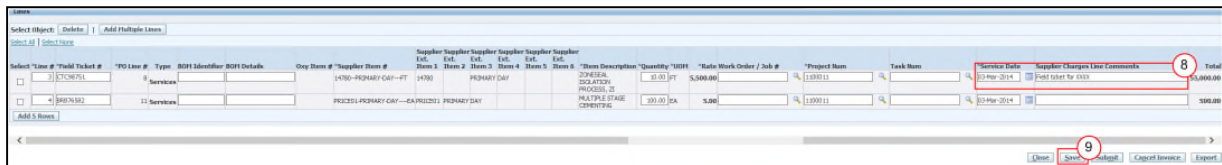
(7) Populate the fields as required by the system:

- **Work Order / Job #** field: Enter the **Work Order / Job #**. Otherwise, search for the list of values by clicking on the magnifying glass and locate the applicable **Work Order / Job #**.
- **Project Number** field: Enter the **Project Number**. Otherwise, search for the list of values by clicking on the magnifying glass and locate the applicable **Project Number**.
- **Task Number** field: Enter the **Task #**. Otherwise, search for the list of values by clicking on the magnifying glass and locate the applicable **Task Number**

Service Date and Supplier Charges Line Comments

Service Date – indicates the specific date in which materials and/services or charges were delivered or received or incurred as applicable.

NOTE: This column is pre-populated if it was completed at the Header Level. See section 3.1.1 Complete Supplier Charges Header Information.



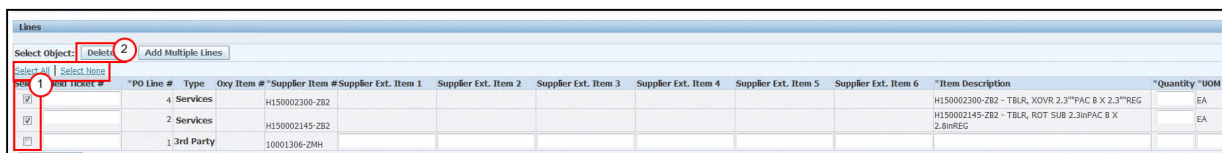
- (8) Populate the fields as required by the system:
- The **Service Date** field: enter the date in which materials and/services or charges were delivered or received or incurred. Use the calendar icon as needed to select the date.
 - The **Supplier Charges Line Comments** field: as needed, enter additional comments that apply to a specific line in this field.
- (9) Repeat the steps 1 to 6 for each line. Once the line information is completed, click on the **Save** button.



The system will display a message that the invoice was saved successfully. The system will provide a notification if there are any errors. Go to the step [3.1.3 Complete Supplier Charges Header Attachment](#)

3.1.2.4 DELETE LINES

Supplier has the option to delete lines already created or line no longer needed.



- (1) If PO Lines need to be deleted, under the **Select** column check the applicable PO Lines to delete.

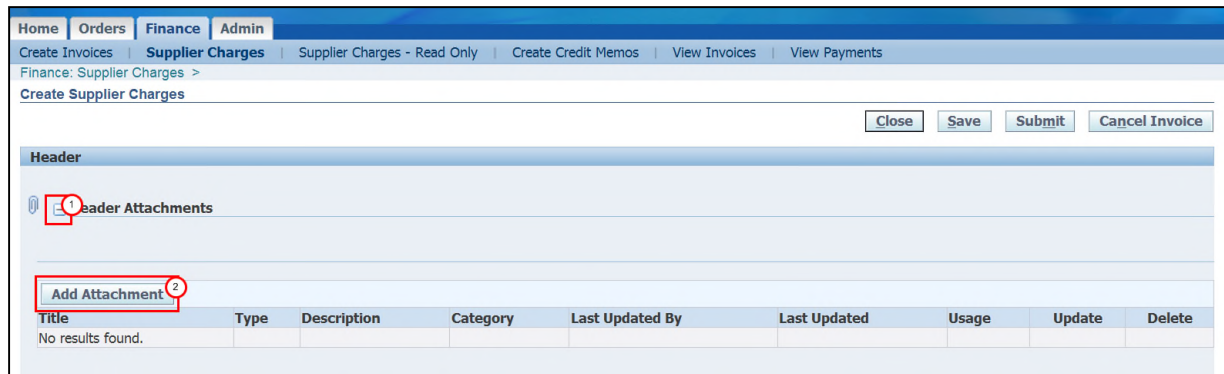
NOTE: As needed, click on the **Select All** hyperlink to remove all PO Lines. Otherwise, click on the **Select None** hyperlink to not remove any PO Lines.

- (2) Click on the **Delete** button to remove the PO Lines.

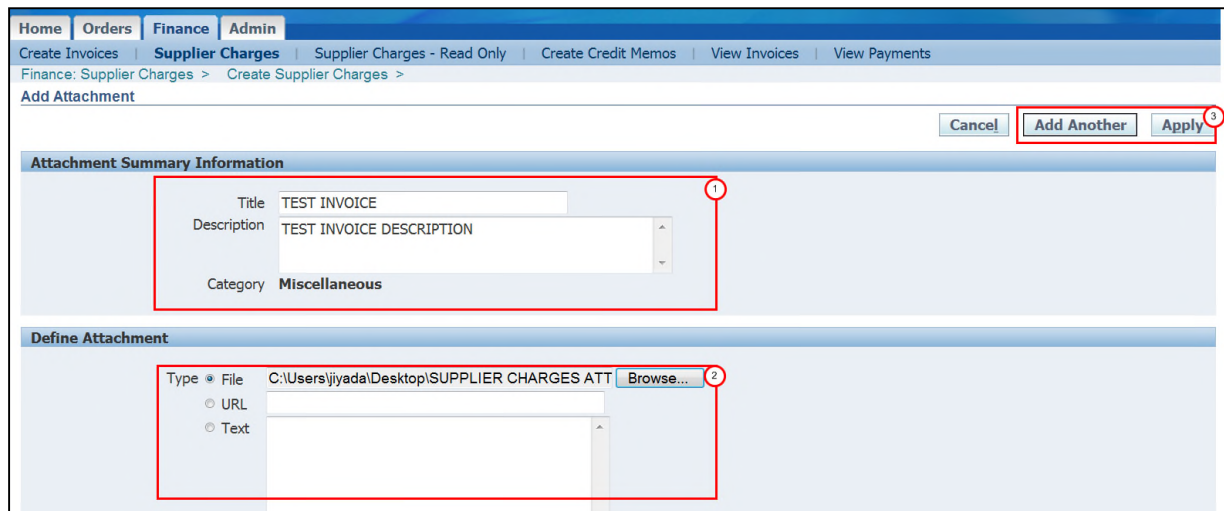
3.1.3 COMPLETE SUPPLIER CHARGES HEADER ATTACHMENTS

IMPORTANT: If the **Document Type** is an invoice, supported documents must be attached to the Supplier Charges.

In the Header Attachment section,



- (1) Click on the **Expand All Header Attachment** hyperlink.
- (2) Click on the **Add Attachment** button.



- (1) Under the **Attachment Summary Information** section, complete the following:
 - Enter the title of the document in the **Title** field.
 - Enter the description of the document in the **Description** field.
- (2) Under the **Define Attachment** section, complete the following:
 - Select the **File** radio button for the **Type** of document being attached.
 - Click on the **Browse** button and upload the document.
- (3) Click on the **Apply** button. Otherwise, click on the **Add Another** button to add additional attachments.



The screenshot shows the 'Create Supplier Charges' page in the iSupplier system. At the top, there are navigation tabs for Home, Orders, Finance, and Admin. Below these are sub-tabs for Create Invoices, Supplier Charges, Supplier Charges - Read Only, Create Credit Memos, View Invoices, and View Payments. A confirmation message is displayed: 'Confirmation: Attachment TEST INVOICE has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' Below the message are buttons for Close, Save (circled with a '2'), Submit, and Cancel Invoice. The main section is titled 'Create Supplier Charges' and includes a 'Header' section and 'Header Attachments'. An 'Add Attachment' button is visible. Below this is a table with the following data:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Del
TEST INVOICE	File	TEST INVOICE DESCRIPTION	Miscellaneous	user:rcrc\supersales\lisa@rcrc.com	21-Aug-2013	One-Time		

System will display a confirmation that the attachments were uploaded successfully. Change screenshot

- (1) The system will display the document attachment in the **Attachments** section. The **Title** of the document will be displayed as a hyperlink. Click on the **Update Pencil** icon to make additional updates or click on the **Delete Trash Can** icon if the document is no longer needed.
- (2) Click on the **Save** button. See section [4 Review and Submit Supplier Charges](#).

3.2 CREATE SUPPLIER CHARGES USING THE UPLOAD TEMPLATE, AS NEEDED

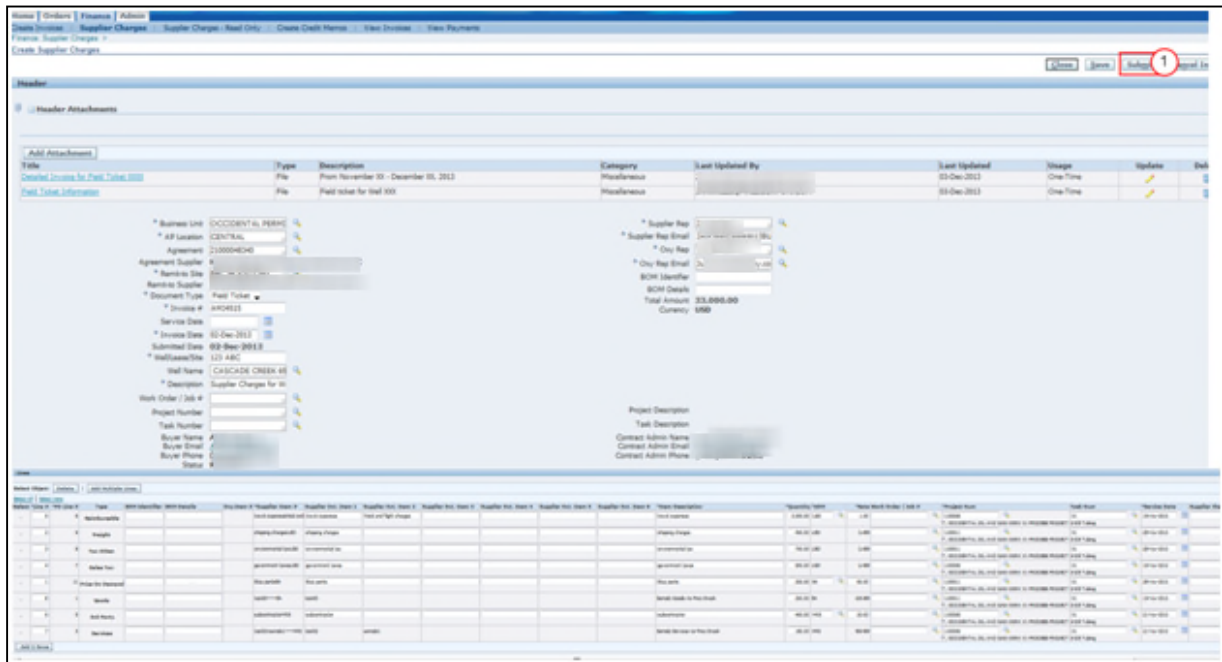
See [Exhibit 4 – Upload Supplier Charges Template by Using MS Excel](#).



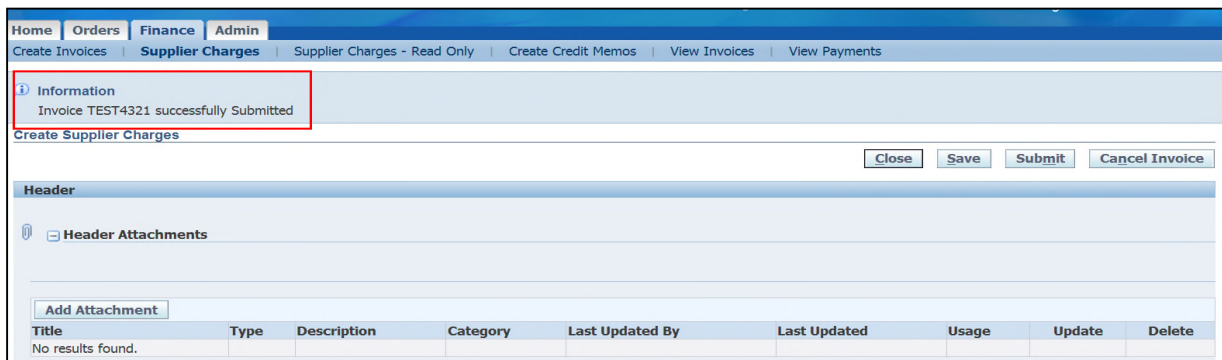
4 REVIEW AND SUBMIT SUPPLIER CHARGES

Review the Header, Header Attachments and Lines sections of the Supplier Charge prior to submitting the Supplier Charges for approval.

IMPORTANT: Updates cannot be made once the Supplier Charges are submitted for approval.



(1) Click on the **Submit** button for approval.



System will display a message indicating the Supplier Charges have been submitted successfully.

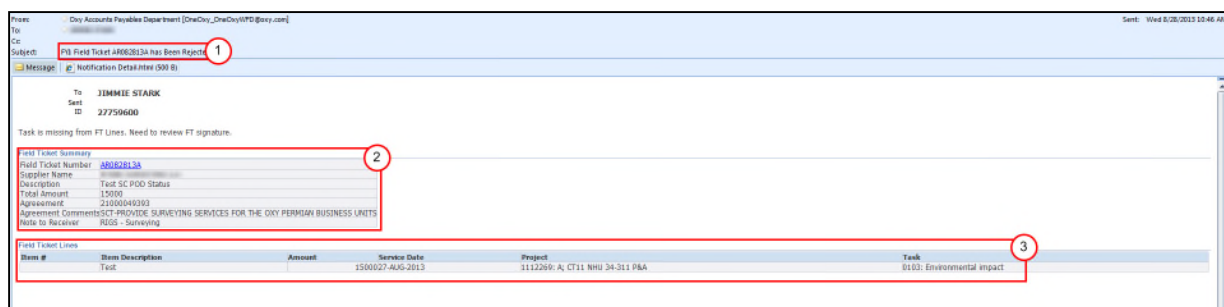


5 SUPPLIER CHARGE ACCEPTANCE (REJECTION NOTIFICATION)

Once submitted, Supplier charges will be processed according to the CRC Internal approval workflows. Supplier can check the status of a specific invoice/field ticket as explained in the step [6 Search, view and Check Status Of A Supplier Charge](#). Notifications are not sent to Suppliers via email or posted in the iSupplier Portal unless the Supplier Charges have been rejected.

If the Supplier Charge is rejected, a notification is sent to the related Supplier Representative via email and will be listed in his/her iSupplier Portal Worklist.

IMPORTANT: The From field will be displayed as CRC AP Department.



- (1) The subject line will display the Supplier Charges - **Field Ticket / Invoice** number.
- (2) The **Field Ticket Summary** will display a summary of the Supplier Charges. Click on the **Field Ticket Number** hyperlink to access the Supplier Charges and review why the Supplier Charges have been rejected.
- (3) The **Field Ticket Line** will display the detail lines of the Supplier Charges.

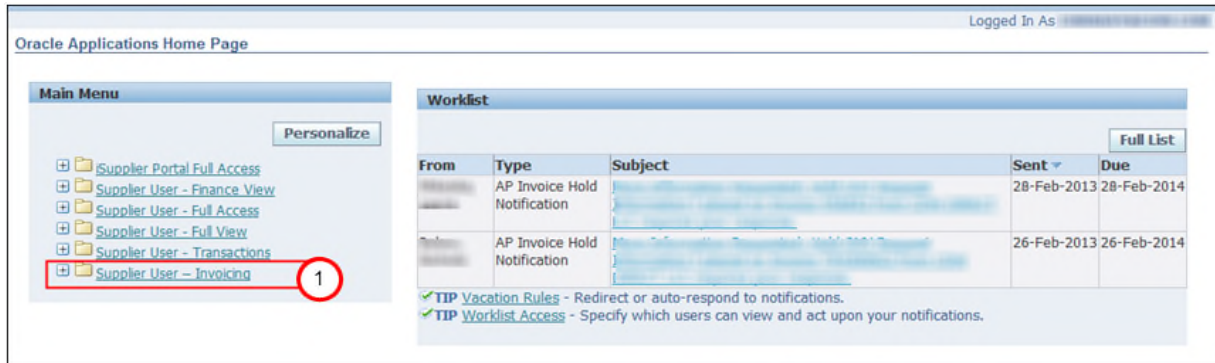
NOTE: If Notification Details or Field Ticket Number hyperlink do not open, login to Oracle and access the Simple Search form to find charges that are in the Reject Status. See [6 Search, view and Check Status Of A Supplier Charge](#)

Review the rejection comments and according to the rejection comments, decide if the Supplier Charges needs to be re-submitted or cancelled. Go to the step [6.2.2 Cancel, Update Submitted Or Re-Submit Supplier Charges \(Under Rejected Or Draft Statuses\)](#).

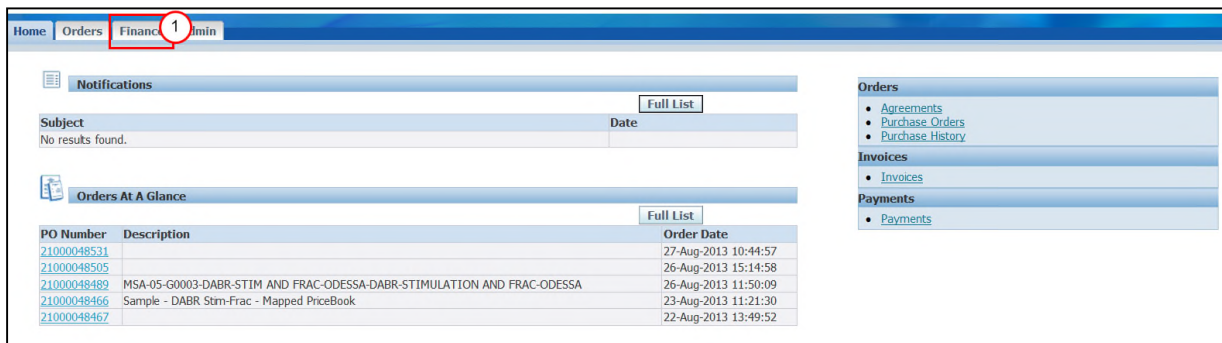
6 SEARCH, VIEW AND CHECK STATUS OF A SUPPLIER CHARGE

6.1 SEARCH, VIEW AND CHECK STATUS OF A SUPPLIER CHARGE HEADER

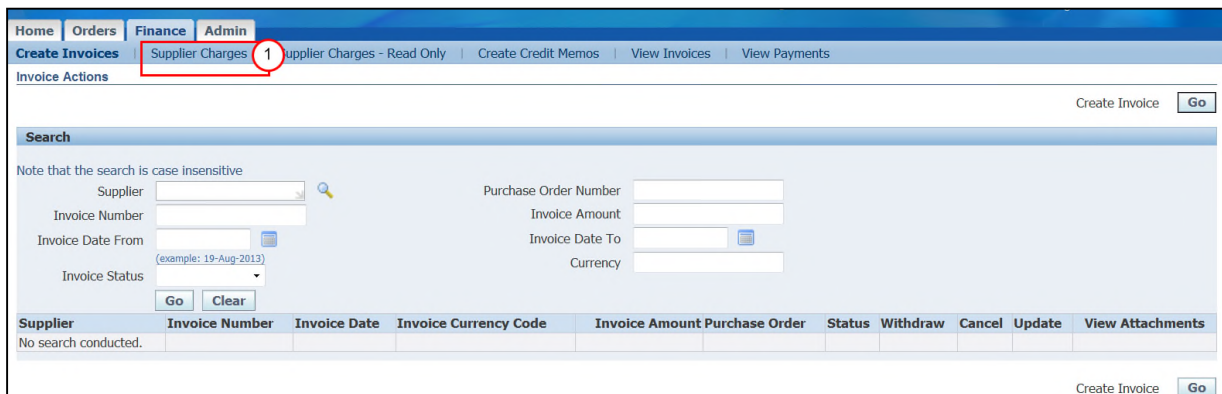
To check the status on an existing Supplier Charges, login to the iSupplier Portal and complete the following:



(1) Click on the **Supplier User – Invoicing** folder hyperlink.



(2) Click on the **Finance** tab.



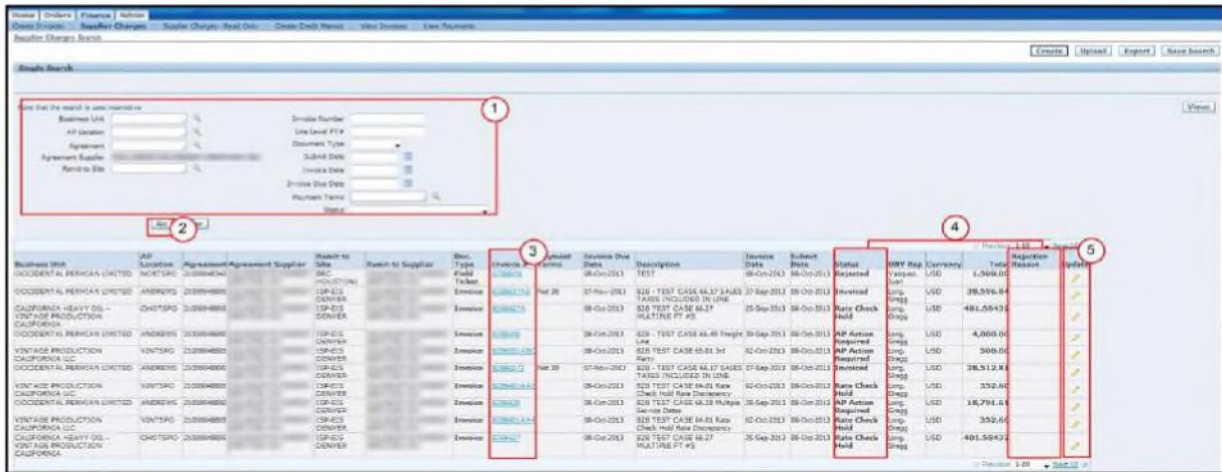
(2) Click on the **Supplier Charges** hyperlink.



CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC)

User Guide – Create iSupplier Supplier Charges

Version 1.0
December 01, 2014



The system will display all Supplier Charges created under the Supplier Charges Search screen. As needed, refine the information shown in the table by using the Simple Search section

- (1) Enter the search criteria by populating the applicable fields (Invoice # or Agreement number, etc.).
- (2) Click on the Go button. The applicable results will be shown in the table.
- (3) Once the desired results are shown, identify the specific Supplier Charges by the information provided in the table. Click on the Invoice Number hyperlink to access the Supplier Charges details. Go to the Step [6.2 View Supplier Charge Details](#)
- (4) Check the status to understand the progress of the invoicing process and if actions must be taken. See table below.
- (5) If the Status is Draft or Rejected (check the Rejection Reason field), click on the Update pencil icon to resubmit or cancel the invoice. Go to the step [6.3 Cancel, Update Submitted Or Re-Submit Supplier Charges \(Under Rejected Or Draft Statuses\)](#).

Status	Description	Action Supplier vs. CRC
Draft	Supplier charges entered, saved, but not submitted.	Supplier
Submitted	Supplier charges submitted incorrectly. Contact CRC support.	Supplier
Rate Check Hold	Used for B2B, identify rate from GBPA vs. Supplier Charges price discrepancy.	CRC Internal Review
CRC Rep Review	Field Ticket Review	CRC Internal Review
BPA Action Required	Supply Chain Validation GBPA expired/ other issues.	CRC Internal Review
AP Action Required Rate on Demand	Review by AP.	CRC Internal Review
AP Action Required	Under AP Review.	CRC Internal Review
Request Information	Obtaining information from CRC to process charges.	CRC Internal Review
Functional Approval Required	Business / Financial Approval.	CRC Internal Review
Acknowledged	Once Request Information has been validated, status changes to Acknowledged.	CRC Internal Review
Timeout	CRC Internal Review.	CRC Internal Review
Rejected	Supplier Charges rejected.	Supplier
Cancelled	Supplier Charges cancelled.	Supplier
Confirmed	Supplier Charges converting invoice.	CRC Internal Review
Invoiced	System processing the Invoice for payment	CRC Internal Review
Unsupported Line Approval Required	Business / Financial Approval.	CRC Internal Review
Non Rate Check Line Approval Required	Business / Financial Approval.	CRC Internal Review



6.2 VIEW SUPPLIER CHARGE DETAILS

The screenshot shows the 'Supplier Charges' screen. At the top right, there is a 'Close' button (callout 4) and a 'Cancel Invoice' button (callout 1). The 'Header' section (callout 2) displays details for 'Vintage Production California LLC', including AP Location, Agreement, Supplier, and Invoice information. The 'Lines' section (callout 3) contains a table with columns for 'Item #', 'Type', 'Ovy Item #', 'Supplier Item #', 'Supplier Ext.', 'Item #', 'Item Description', 'Quantity', 'UOM', 'Rate', 'Work Order / Job #', 'Project Num', 'Task Num', 'Service Date', and 'Total'.

- (1) Click on the **Expand All** button hyperlink to display and view attachments included in the Supplier Charges.
- (2) Under the **Header** section, the header information for the Supplier Charges will be displayed.
- (3) Under the **Lines** section, the PO lines for the Supplier Chargers will be displayed.
- (4) Click on the **Close** button to return to the Supplier Charges Search screen.

IMPORTANT: To return to the Simple Search screen, click on the **Close** button.

6.3 CANCEL, UPDATE SUBMITTED OR RE-SUBMIT SUPPLIER CHARGES (UNDER REJECTED OR DRAFT STATUSES)

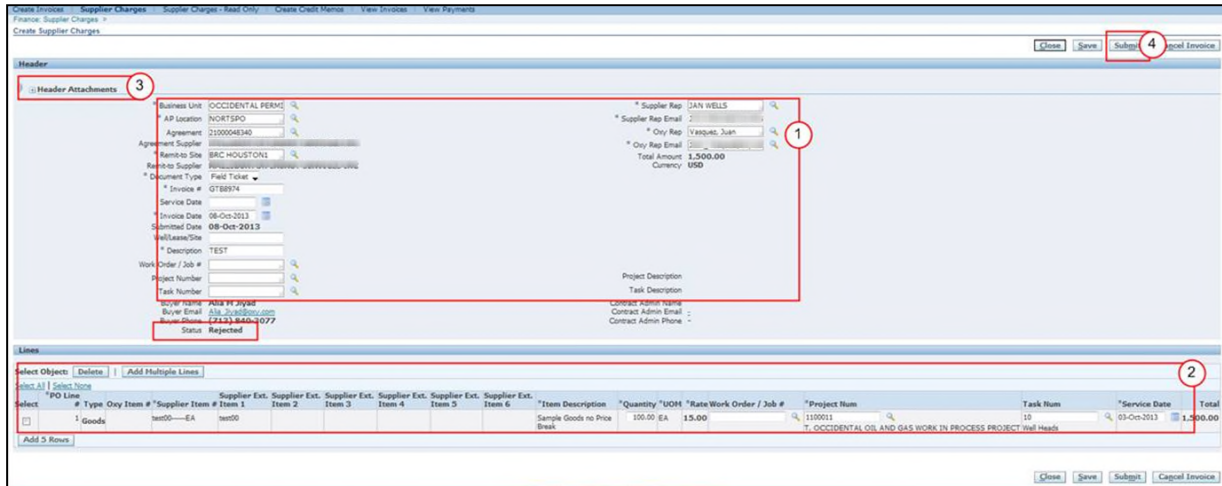
IMPORTANT: **Rejected** or **Draft Status** Supplier Charges can be cancelled or updated and re-submitted.

To **Cancel** a Supplier Charge, complete the following:

The screenshot shows the 'Supplier Charges' screen with the 'Cancel Invoice' button highlighted by a red callout 1. The 'Header' section shows details for 'Occidental Permian'.

- (1) Click on the **Cancel Invoice** button and then confirmation message is displayed. The system will redirect to the **Cancel** page to cancel invoice.

To **Resubmit or Update** a Supplier Charge, complete the following:



The screenshot shows the 'Create Supplier Charges' form. Callout 1 points to the 'Supplier Rep' field, which is set to 'JAN WELLS'. Callout 2 points to the 'Lines' section, which contains a table with one line item. Callout 3 points to the 'Header Attachments' section, which is currently empty.

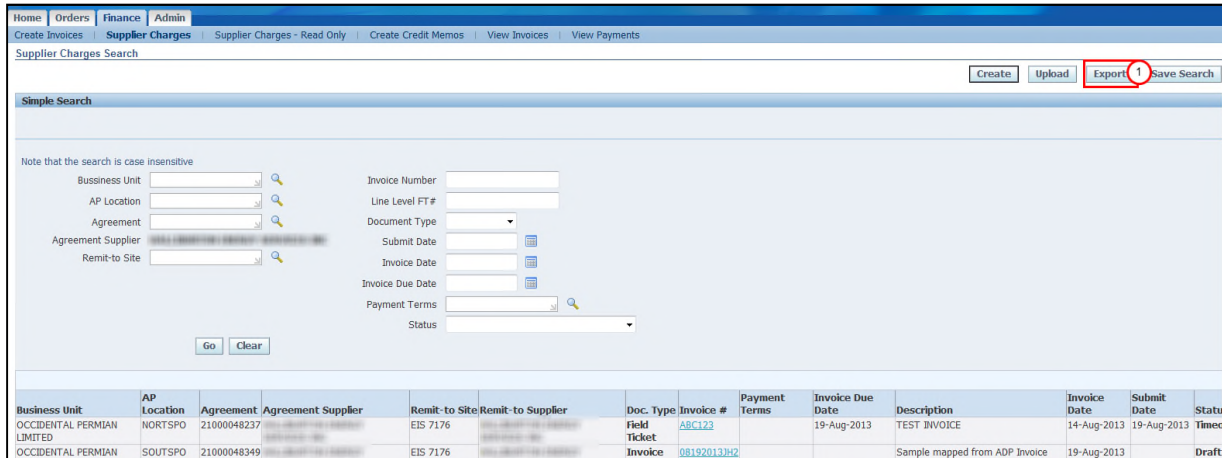
#	Type	Qty	Item #	Supplier Item #	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item Description	Quantity	UOM	Rate	Work Order / Job #	Project Num	Task Num	Service Date	Total
1	Goods		Item 1	Item 1							Sample Goods no Price Break	100.00	EA	15.00		1100011	10	01-Oct-2013	1,500.00

- (1) Update the **Header** fields as needed. See the step [3.1.1 Complete Supplier Charges Header Information](#).
- (2) Delete, Add and/or Update the **Lines** information as needed. See the step [3.1.2 Complete Supplier Charges Lines Section](#).
- (3) Delete, Add and/or Update the **Header Attachments** files as needed. See the step [3.1.3 Complete Supplier Charges Header Attachments](#).
- (4) Click on the **Save** button.
- (5) Once the information is complete, click on the **Submit** button.

EXHIBITS

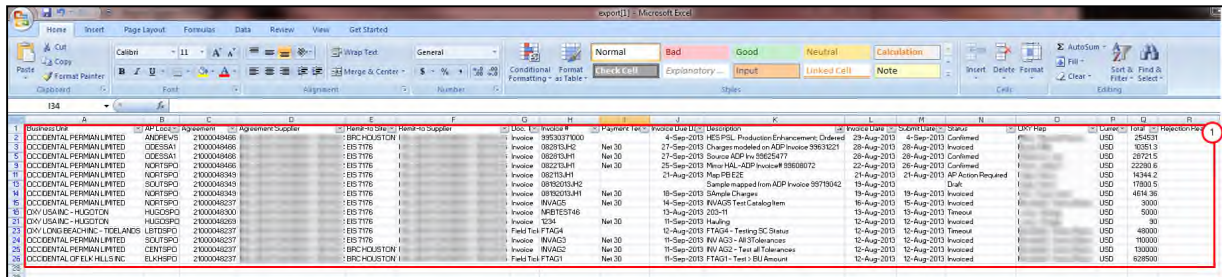
EXHIBIT 1 - EXPORT BUTTON FUNCTIONALITY

The Export button functionality allows the Supplier to export **all** supplier charges created regardless of their status to export into an MS Excel spreadsheet.



Business Unit	AP Location	Agreement	Agreement Supplier	Remit-to Site	Remit-to Supplier	Doc. Type	Invoice #	Payment Terms	Invoice Due Date	Description	Invoice Date	Submit Date	Status
OCCIDENTAL PERMIAN LIMITED	NORTSPO	21000048237		EIS 7176		Field Ticket	ABC123		19-Aug-2013	TEST INVOICE	14-Aug-2013	19-Aug-2013	Times
OCCIDENTAL PERMIAN LIMITED	SOUTSPO	21000048349		EIS 7176		Invoice	08192013JHZ			Sample mapped from ADP Invoice	19-Aug-2013		Draft

(1) Click on the **Export** button.



Business Unit	AP Location	Agreement	Agreement Supplier	Remit-to Site	Remit-to Supplier	Doc. Type	Invoice #	Payment Terms	Invoice Due Date	Description	Invoice Date	Submit Date	Status
OCCIDENTAL PERMIAN LIMITED	NORTSPO	21000048237		EIS 7176		Field Ticket	ABC123		19-Aug-2013	TEST INVOICE	14-Aug-2013	19-Aug-2013	Times
OCCIDENTAL PERMIAN LIMITED	SOUTSPO	21000048349		EIS 7176		Invoice	08192013JHZ			Sample mapped from ADP Invoice	19-Aug-2013		Draft

System will export all Supplier Charges created.

(1) Each columns listed under the **Supplier Charges Search** screen will be displayed. The file can be saved and used to track Supplier Charges for all agreements.

EXHIBIT 2 - SEARCH GBPA AGREEMENT

Refer to iSupplier View and Accept Purchasing Document.

EXHIBIT 3 - UPLOAD SUPPLIER CHARGES USING MS EXCEL TEMPLATE

The Supplier Charges template may be used to upload lines rather than filling out the information on the Supplier Charges screen.

IMPORTANT: To request the Supplier Charges Microsoft Excel Template, contact the AP Helpdesk 1-800-699-7680 option 1.

Complete Template according to Line Types listed in the table below:

Goods and Services	POD – 3rd Party – Reimbursable	Freight – Sales Tax – Tax Other – Amount Based Services
<p>The following fields are mandatory to complete in the template prior to uploading the template into the system:</p> <ul style="list-style-type: none"> • Business Unit • AP Location • Agreement • Supplier Site • Document Type: Invoice or Field Ticket • Invoice Number • Description • Invoice Date • Well/Lease/Site • Vendor Rep • Vendor Rep E-mail • CRC Rep • Line Number • Field Ticket # • PO Line # • Vendor Ext. Item 1 • Item Description • Quantity • UOM (case sensitive) Ex. Each = EA, Hour = HRS • Rate • Project Number • Service Dates 	<p>The following fields are mandatory to complete in the template prior to uploading the template into the system:</p> <ul style="list-style-type: none"> • Business Unit • AP Location • Agreement • Supplier Site • Document Type: Invoice or Field Ticket • Invoice Number • Description • Invoice Date • Well/Lease/Site • Vendor Rep • Vendor Rep E-mail • CRC Rep • Line Number • Field Ticket # • PO Line # • Vendor Ext. Item 1 • Item Description • Quantity • UOM (case sensitive) Ex. Each = EA, Hour = HRS • Rate • Project Number • Service Dates 	<p>The following fields are mandatory to complete in the template prior to uploading the template into the system:</p> <ul style="list-style-type: none"> • Business Unit • AP Location • Agreement • Supplier Site • Document Type: Invoice or Field Ticket • Invoice Number • Description • Invoice Date • Well/Lease/Site • Vendor Rep • Vendor Rep E-mail • CRC Rep • Line Number • Field Ticket # • PO Line # • Vendor Ext. Item 1 • Item Description • Quantity • Project Number • Service Dates

IMPORTANT:

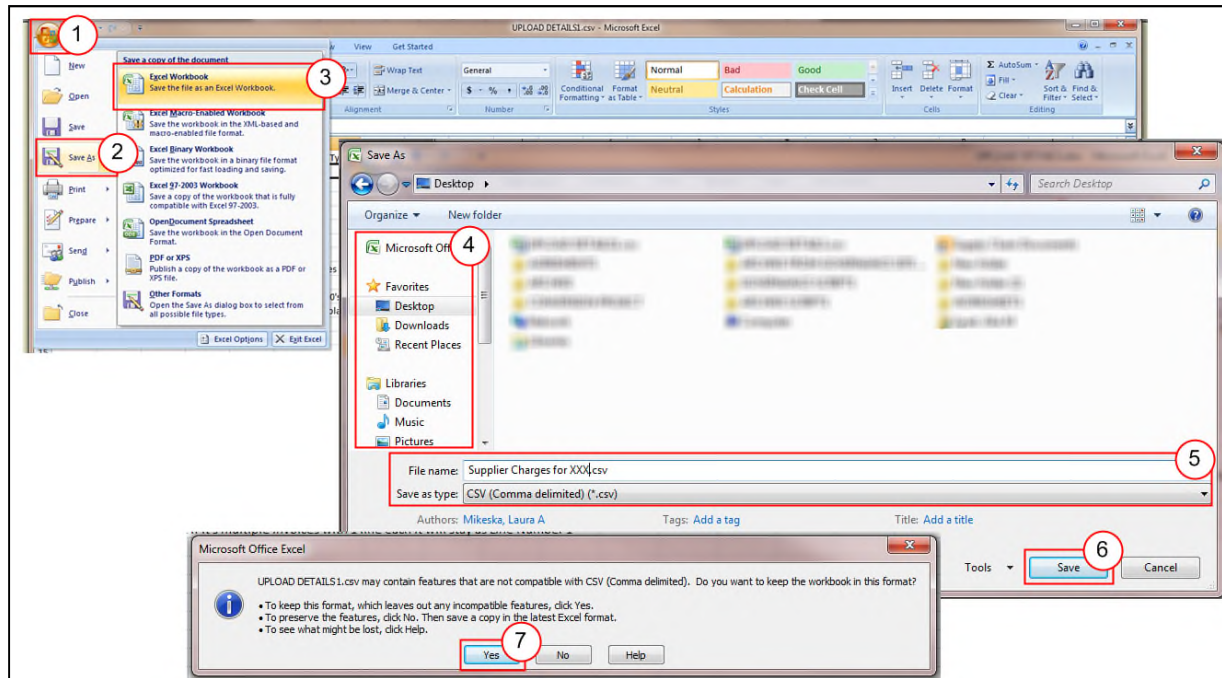
- If **Document Type** is a **Field Ticket**, leave Field Ticket column blank.
- If a **Work Order #** is included, the **Project** and **Task** will populate.
- The **Task Number** column will need to be set to text format to keep leading 0's on **Task** numbers.
- **Line Number** is a continuous #
 - If it's an invoice with multiple lines, then it needs to follow the 1.2.3.4 sequence.
 - If it's an invoice with multiple invoices and 1 line each, it will stay as Line Number 1.

NOTE:



- If using same details and only needing to change **Service Dates**, it is recommended to use the same template.
- Complete all other fields listed in the template if the information is available. As these fields are optional by the Supplier to enter.

Once the data has been entered, the next step is to save the file as a .CSV file.



- (1) Click on the **Office** button dropdown menu,
- (2) Select the **Save As** option.
- (3) Select **Excel Workbook** option.
- (4) Select the location for where to save the file.
- (5) In the **File Name** field, enter the name of the file to upload in the system and from the **Save as Type** dropdown menu, select **CSV (Comma delimited)(*.csv)** option.
- (6) Click on the **Save** button.
- (7) Click on the **Yes** button to keep the workbook in the .csv format.



Home | Orders | Finance | Admin
Create Invoices | **Supplier Charges** | Supplier Charges - Read Only | Create Credit Memos | View Invoices | View Payments

Supplier Charges Search

Create Upload **1** Export Save Search

Simple Search

Note that the search is case insensitive

Business Unit [] Invoice Number []
AP Location [] Line Level FT# []
Agreement [] Document Type []
Supplier [] Submit Date []
Supplier Site [] Invoice Date []
Invoice Due Date []
Payment Terms []
Status []

Go Clear

(1) Click on the **Upload** button.

Home | Orders | Finance | Admin
Create Invoices | **Supplier Charges** | Create Credit Memos | View Invoices | View Payments

Finance: Supplier Charges > Supplier Charges Search >
Supplier Charges Upload

Cancel Upload **3** Refresh

File Name [] Browse **2**

#	Error	Business Unit	AP Location	Agreement	Supplier Site	Document Type	Invoice #	Description	Invoice Date	Work / Lease / Site	Well Name	Supplier Charges
1												

Cancel Upload Refresh

- (1) The system displays the columns listed in the template which should align with saved file to be uploaded.
- (2) Click on the **Browse** button and upload the Supplier Charge Template.
- (3) Click on the **Upload** button.

The following screen is displayed.

Home | Orders | Finance | Admin
Create Invoices | **Supplier Charges** | Create Credit Memos | View Invoices | View Payments

Finance: Supplier Charges > Supplier Charges Search >
Supplier Charges Upload

Cancel Upload **4** Refresh

File Name [] View Clear

Export Delete

Select All Select None

#	Error Message	Business Unit	AP Location	Agreement	Supplier Site	Document Type	Invoice #	Description	Invoice Date	Work / Lease / Site	Well Name
1		OCCIDENTAL PERMIAN L	CENTRAL	21000056020	BRC DALLAS	Invoice	10	CEMENTING SERVICES	10-Dec-2013	MIDLAND FARMS	
2		OCCIDENTAL PERMIAN L	CENTRAL	21000056020	BRC DALLAS	Invoice	10	CEMENTING SERVICES	10-Dec-2013	MIDLAND FARMS	
3		OCCIDENTAL PERMIAN L	CENTRAL	21000056020	BRC DALLAS	Invoice	11	CEMENTING SERVICES	10-Dec-2013	MIDLAND FARMS	
4	1- Line : The Extended Item Fields (1-4) plus the UOM must be between 1 and 255 characters 2- Line : The Item Description is a required field.	OCCIDENTAL PERMIAN L	CENTRAL	21000056454	BRC DALLAS	Invoice	12	CEMENTING SERVICES	10-Dec-2013	MIDLAND FARMS	
5	1- Line : You can only enter a Field Ticket number at line level for Invoice documents 2- Line : You may only submit a Field Ticket within 14 days of the Service date. Please submit	OCCIDENTAL PERMIAN L	CENTRAL	21000056454	BRC DALLAS	Field Ticket	13	CEMENTING SERVICES	10-Dec-2013	MIDLAND FARMS	

Cancel Upload Refresh



- (1) # **Error Message** field: If there are any errors on a line during the upload, a message will be displayed in this field. This field will be blank if no errors were found on the line.
- (2) If errors were not found, go to step 4 of this screen. If errors were found on a line(s), there are 2 ways to fix the error(s):
 - For multiple lines, it's recommended to make the corrections on the template, save the changes and upload the template again. Click on the **Clear** button and browse for the file to upload the template.
 - For one line or a few lines, corrections can be made on this page according to the error message.
- (3) To delete a line(s), check the **Select** checkbox(es) and click on the **Delete** button. The system will remove the line(s) from the screen.
- (4) Click on the **Reload** button to create the invoice.

Information

1. Invoice 13 created with 2 lines.
2. Invoice 14 created with 1 line.

Supplier Charges Search

Simple Search

Note that the search is case insensitive

Business Unit	AP Location	Agreement	Agreement Supplier	Remit-to Site	Remit-to Supplier	Doc. Type	Invoice #	Payment Terms	Invoice Due Date	Description	Invoice Date	Submit Date	Status	OVY Rep	Currency	Total	Reason	Update
OCCIDENTAL PERMAN LIMITED	CENTRAL	21000056020		BRC DALLAS		Invoice	14			CEMENTING SERVICES; MATERIAL PURCHASES; MATERIAL PURCHASES	10-Dec-2013		Draft		USD	27,500.00		
OCCIDENTAL PERMAN LIMITED	CENTRAL	21000056020		BRC DALLAS		Invoice	15			CEMENTING SERVICES; MATERIAL PURCHASES; MATERIAL PURCHASES	10-Dec-2013		Draft		USD	55,050.00		
OCCIDENTAL PERMAN LIMITED	CENTRAL	21000056020		BRC DALLAS		Invoice	11			CEMENTING SERVICES; MATERIAL PURCHASES; MATERIAL PURCHASES	10-Dec-2013		Draft		USD	27,500.00		

- (1) The system will display a message that the invoice(s) along with how many line(s) were created.
- (2) The **Supplier Charges Simple Search** screen will display the invoice(s). Click on the **Update Pencil** icon to access the applicable invoice.
 - If the **Document Type** is an **Invoice**, CRC requires attachments / documents to be attached to the Supplier Charges prior to submitting for approval. See section [3.1.3 Complete Supplier Charges Header Attachment](#) then section [4. Review and Submit Supplier Charges](#).
 - If the **Document Type** is a **Field Ticket**, attachments / documents are optional to attach to the Supplier Charges. See section [4. Review and Submit Supplier Charges](#).