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 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 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 populate. 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.

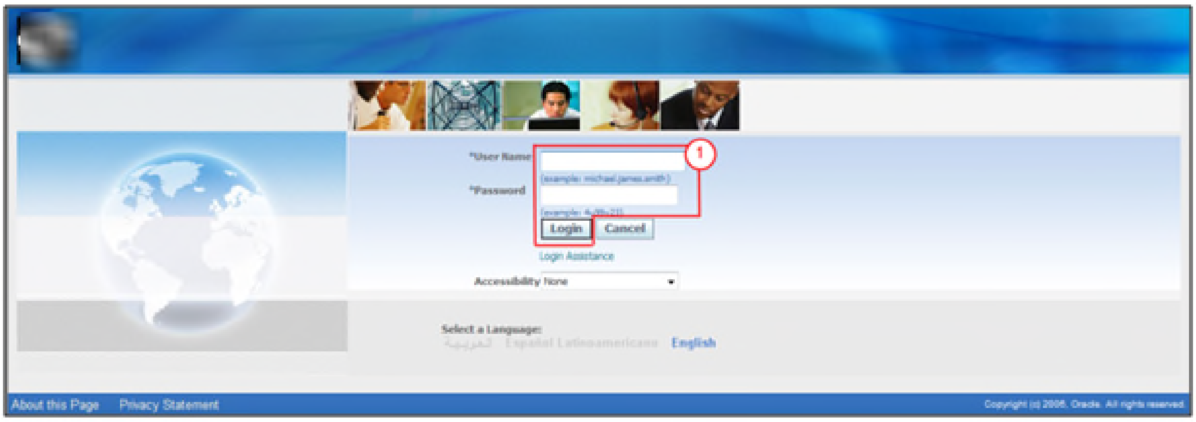
CONTENT / CHECKLIST

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

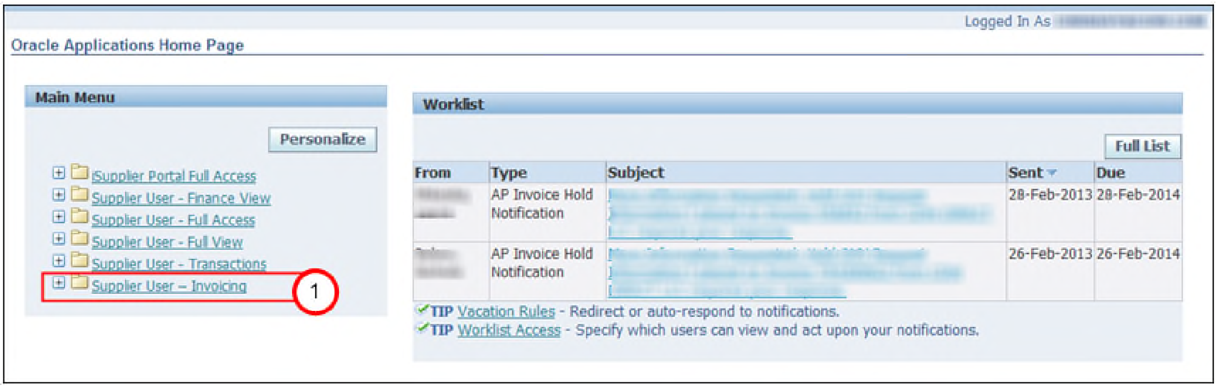
Login to the iSupplier Portal at: http://crcsupplier.CRC.com/OA_HTML/AppsLocalLogin.jsp



(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.



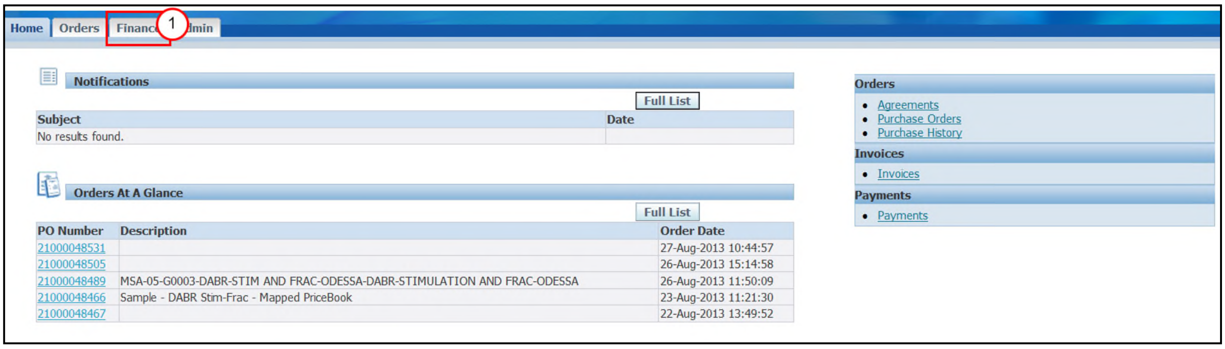
(1) To access and view the Supplier Charges, click on the **Supplier User – Invoicing** folder hyperlink.

2. SEARCH / UPDATE SUPPLIER CHARGES

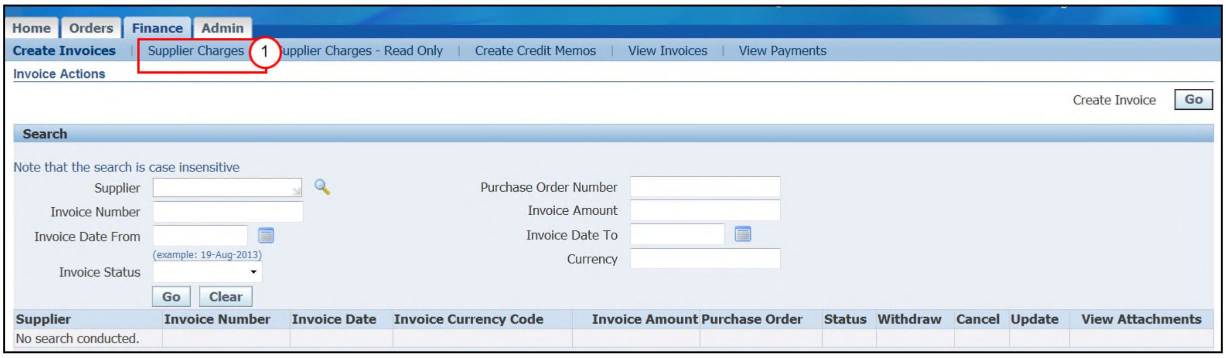
If already saved or submitted Supplier Charges need to be viewed or updated, see section 6 Search, View and Check Status of A Supplier Charge.

3. CREATE SUPPLIER CHARGE

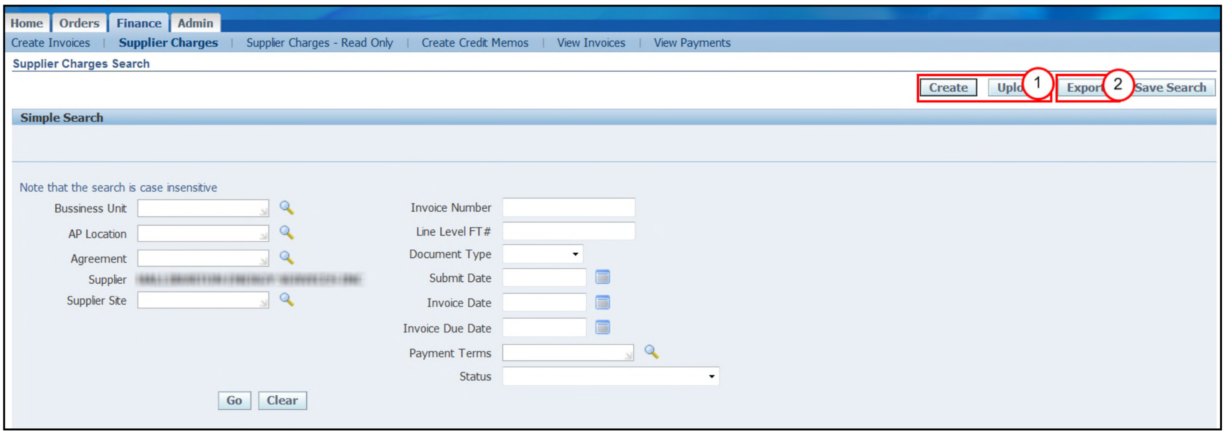
Once in the required responsibility, the **Home** tab screen for that responsibility will then be displayed.



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



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



(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:

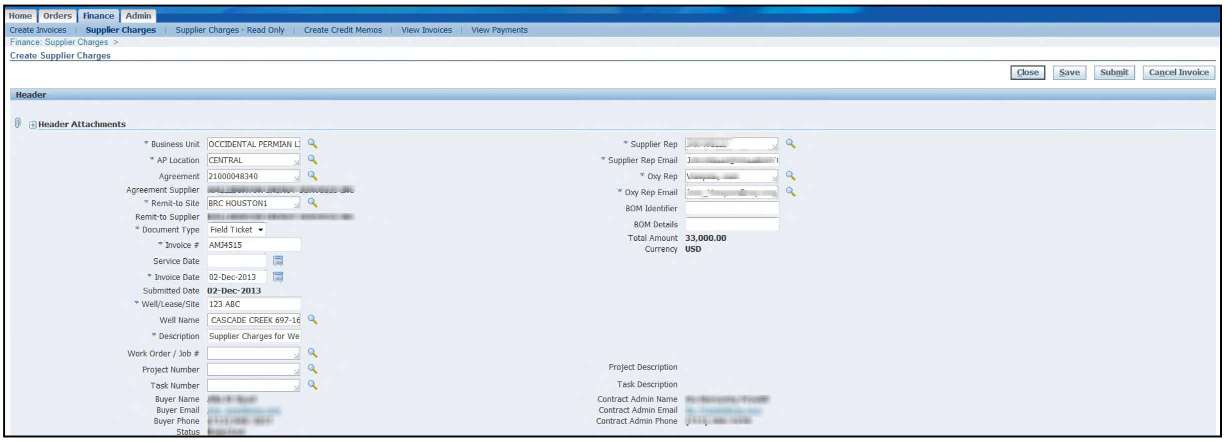
- The Header Information section. See section 3.1.1. Supplier Charges Header Information.

- The Lines section. See section 3.1.2. Supplier Charges Lines Section.

- The Header Attachment section. See section 3.1.3. Supplier Header Attachments.

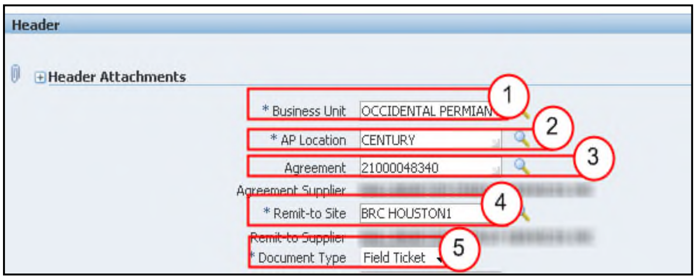
3.1.1. COMPLETE SUPPLIER CHARGES HEADER INFORMATION

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:

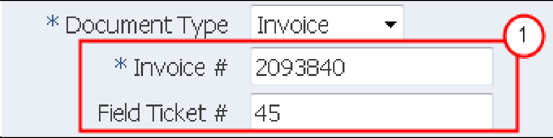
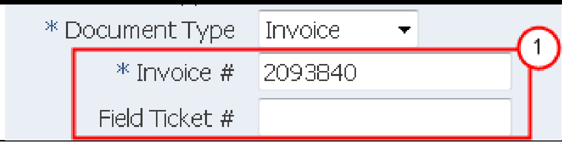
- Only Agreements set as valid Global Blanket Purchase Agreements (GBPA) will be available to select. If unable to locate the Agreement, see Exhibit 2 – Search Global Blanket Purchase Agreements (GBPA) and validate Statuses.
- Parent Child Relationship Access: the list of contracts available will be 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.

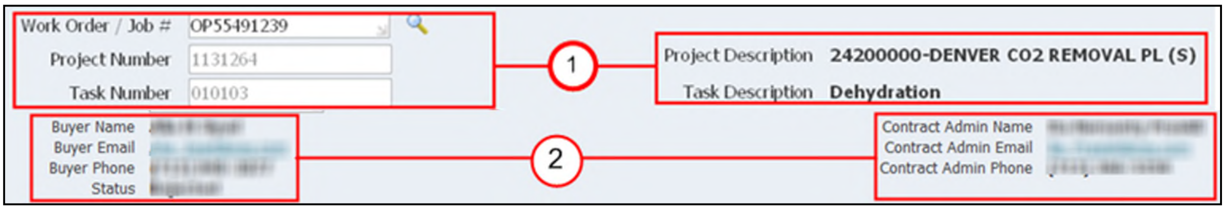
<table>
<tr><th>Submit Invoice supported by only 1 Field Ticket number</th><th>Submit Invoice supported by Multiple Field Tickets</th></tr>
<tr><td>
</td><td>
</td></tr>
<tr><td>(1) In the Invoice # field, enter the Invoice Number and in the Field Ticket # field, enter the field ticket number to pre-populate the Field Ticket column in the Lines section for all lines.</td><td>(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.</td></tr>
</table>

(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.

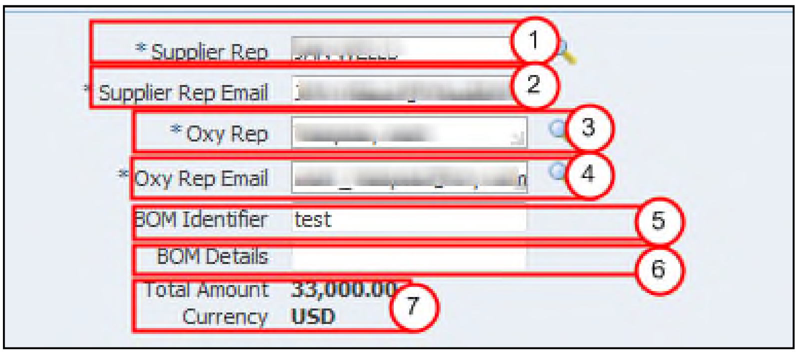


(1) In the **Work Order / Job #, Project Number and Task Number** fields; if there are multiple lines of coding (i.e. Work Order / Job #, Project Number), leave the fields blank and complete the fields in the Lines section. Otherwise, enter the Coding information here.

- 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.

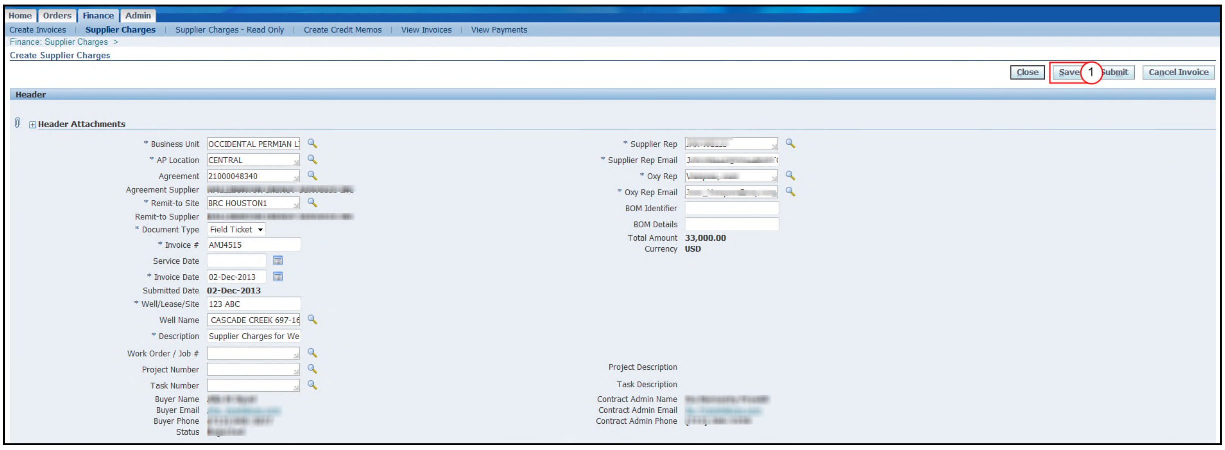
(2) In the **Supplier Rep Email** field, enter the point of contact's email address an CRC Representative / Accounts Payable Representative might contact in case there are issues with an invoice submittal. The system automatically populates the -mail field if the Vendor Rep field was searched for in 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.

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.

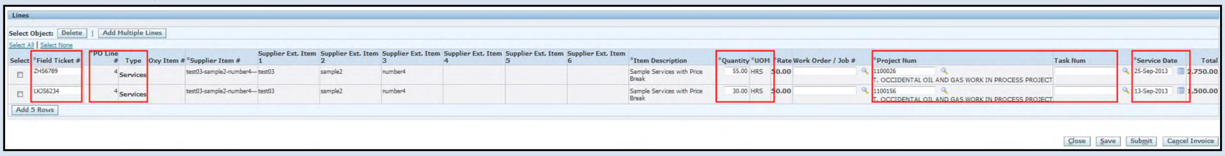
3.1.2 COMPLETE SUPPLIER CHARGES LINES SECTION

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.

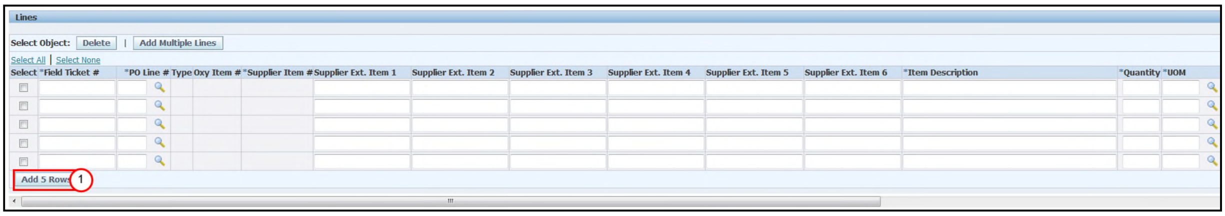
IMPORTANT:

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

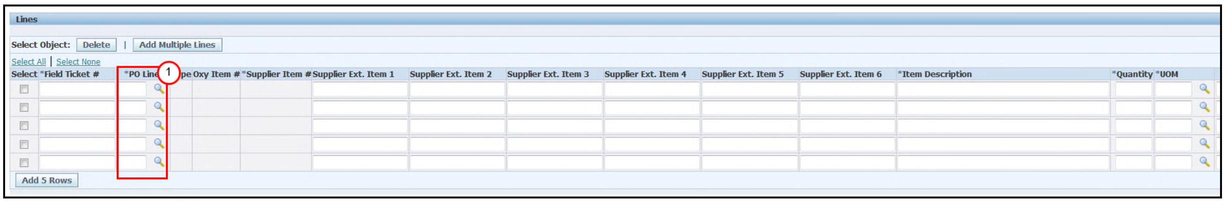


The PO Line # 4 has 2 rows, each row has a different **Field Ticket Number, Quanitity, Project Number** and **Service Date.**

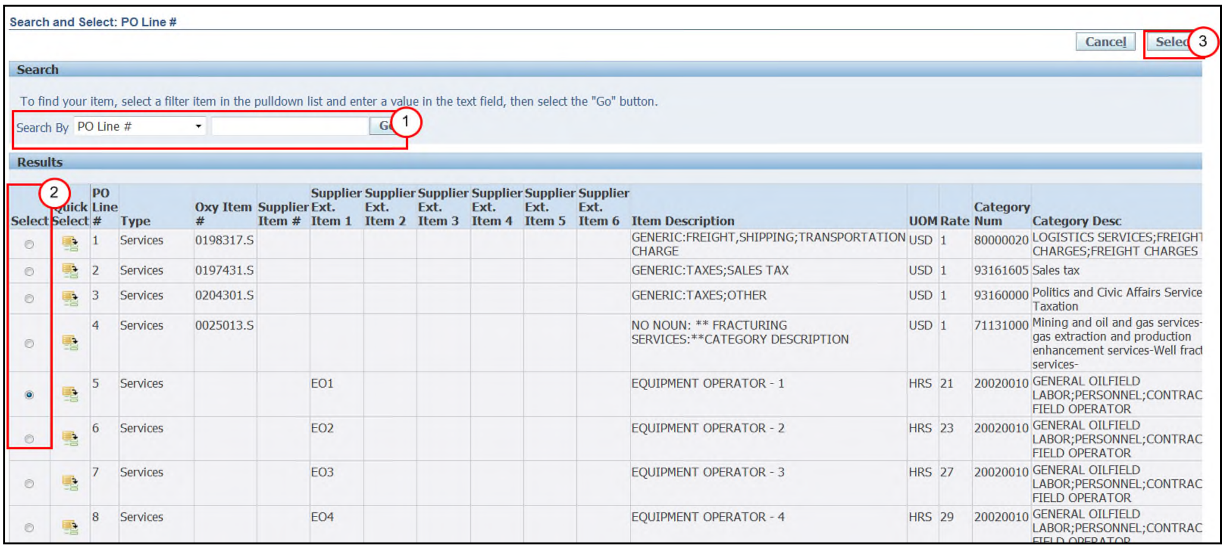
3.1.2.1 ADD LINES MANUALLY



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



(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.



(1) From the **Search By** field, click on the **Go** button. The system will display all PO Line numbers affiliated with the selected Agreement.

(2) Under the **Select** column, select the applicable PO Line # radio button to import.

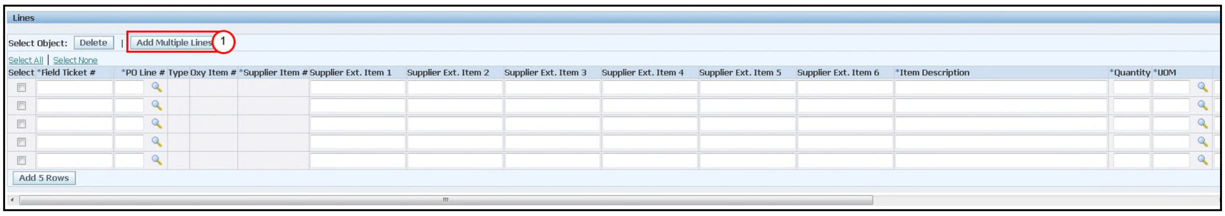
NOTE: See Complete Line Information to view the different line types and full description for each line type.

(3) Click on the **Select** button. Repeat steps to add additional PO Line numbers.

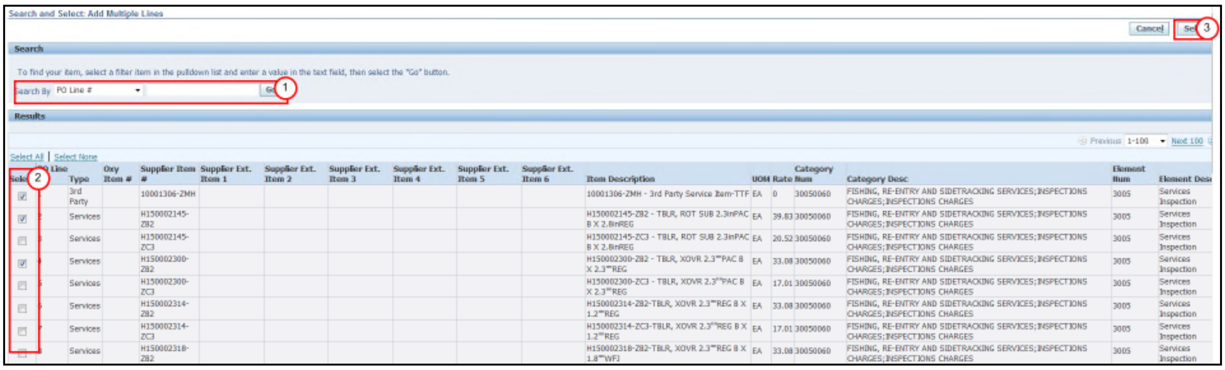
NOTE: System will display a notification to the Supplier when a PO Line Type contains Price Breaks. See Rate column for additional information.

3.1.2.2 ADD MULTIPLE LINES

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



(1) Click on the **Add Multiple Lines** button.

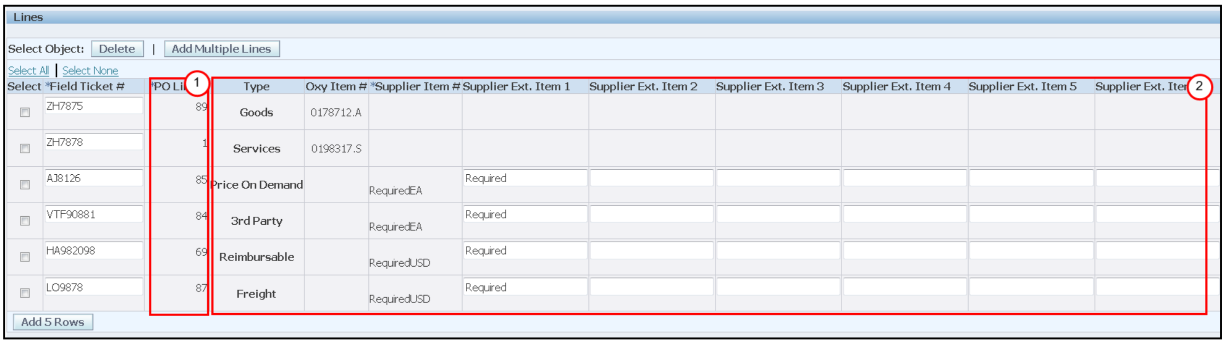


(1) From the **Search By** drop down menu, click on the **Go** button. The system will display all PO Line numbers affiliated with the selected Agreement.
(2) Under the **Select** column, check all the applicable PO Line number(s) to import.

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

(3) 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.



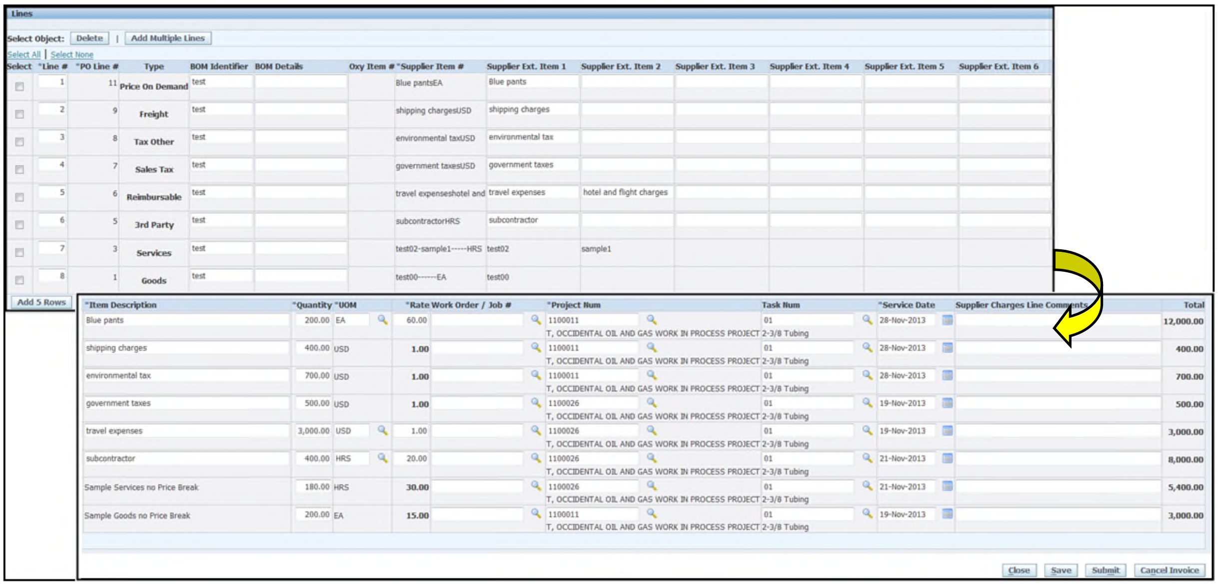
(1) Under the **PO Line #** column, the system will display all imported PO Line numbers.
(2) Under the **Type** column, the system will display the PO Line Type for the selected PO Line# from the agreement.

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:



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.
3rd Party	Services or Materials provided by a 3rd party (subcontractor) to be invoiced based on the 3rd party invoice value. The 3rd 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.

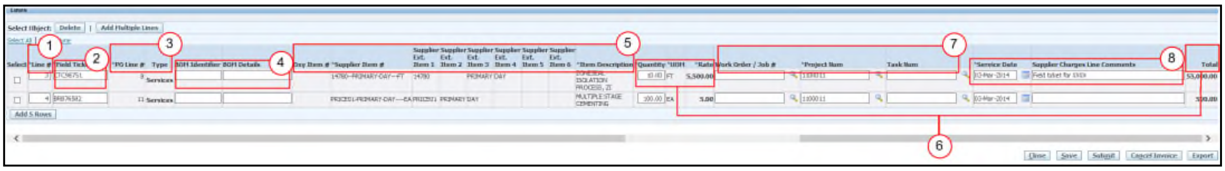
PO Type Selected	Oxy Item #	Supplier Item #	Supplier Extension Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item Description	Quantity	UOM	Rate	Work Order / Job	Project Number	Task Number	Service Date	Total
Goods	System	System	System	System	System	System	System	System	System	Required	System	System	Optional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

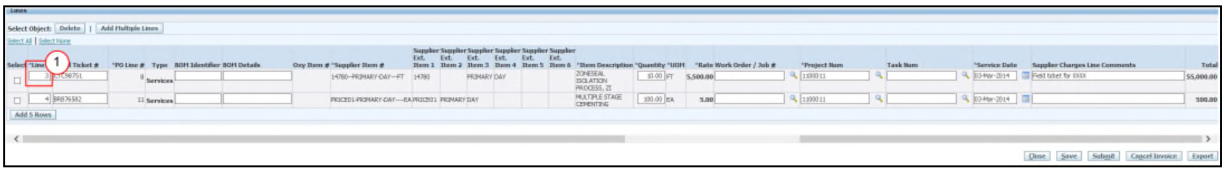
The screenshot below summarizes the information to be populated by line to be charged.



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

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

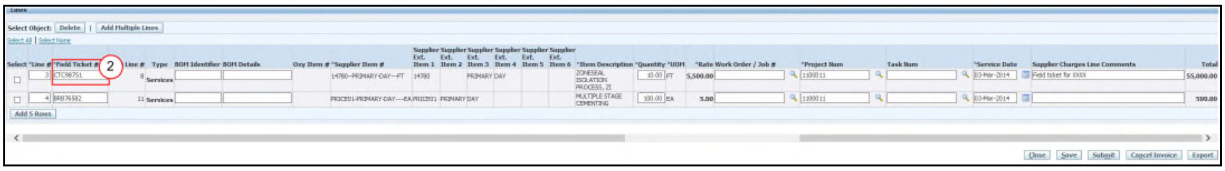
Line Number Information



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

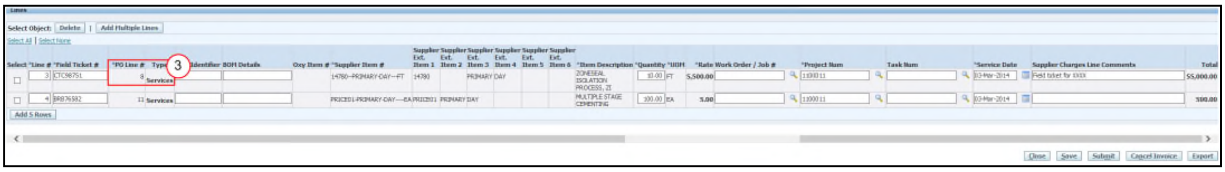
Field Ticket Information

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.**

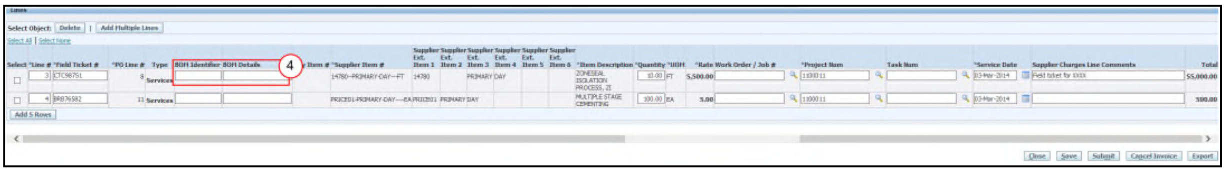
Note: The line type defines what to populate in the rest of the line related fields. There are a total of 8 different **PO Line Types**. See the step 3.1.2.3.1 Overview.

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.

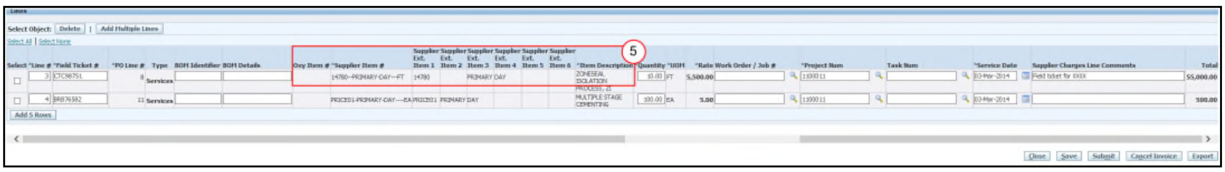
NOTE: For **Goods** and **Services Types**, these fields will already be pre-populated by the system. For all other **Types**, complete according to the **Line Information Table** provided for completing the **Line Information** section.

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.

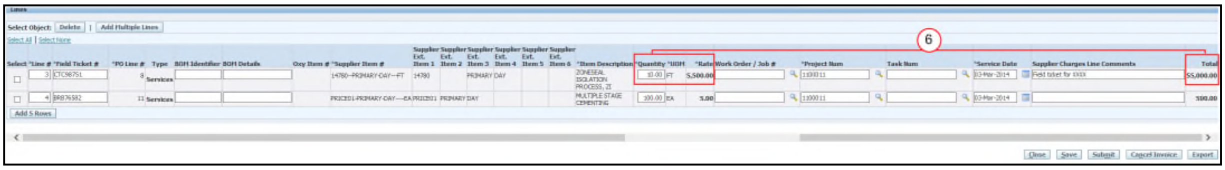
- **Supplier Item #** field**:** displays the Pricebook CRC Supplier Item # value programmatically built per convention (25 first characters of the Supplier Extended Item Fields Concatenation concatenated with the Unit of Measure).
- **Extended Items 1 – 6** field: if enabled, these fields are used to 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.

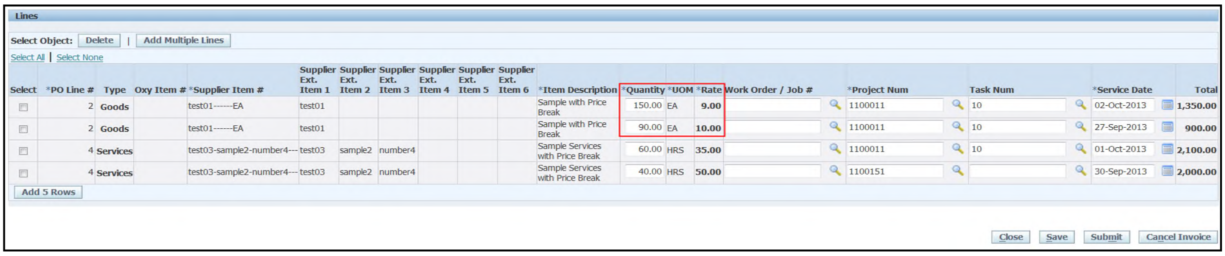
Quantities, Unit of Measures, Rate and Total

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.



Lines

Select Object: Delete | Add Multiple Lines

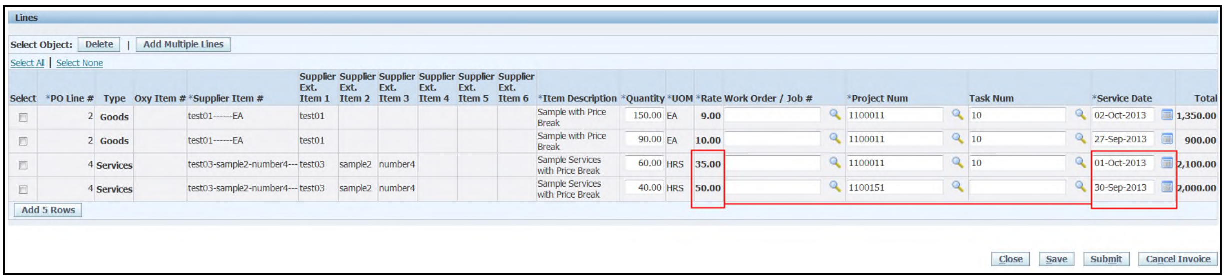
Select All | Select None

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
	2	Goods		test01------EA	test01						Sample with Price Break	150.00	EA	9.00		1100011	10	02-Oct-2013	1,350.00
	2	Goods		test01------EA	test01						Sample with Price Break	90.00	EA	10.00		1100011	10	27-Sep-2013	900.00
	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
	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

Add 5 Rows

Close Save Submit Cancel Invoice

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.



Lines

Select Object: Delete | Add Multiple Lines

Select All | Select None

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
	2	Goods		test01------EA	test01						Sample with Price Break	150.00	EA	9.00		1100011	10	02-Oct-2013	1,350.00
	2	Goods		test01------EA	test01						Sample with Price Break	90.00	EA	10.00		1100011	10	27-Sep-2013	900.00
	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
	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

Add 5 Rows

Close Save Submit Cancel Invoice

NOTE:

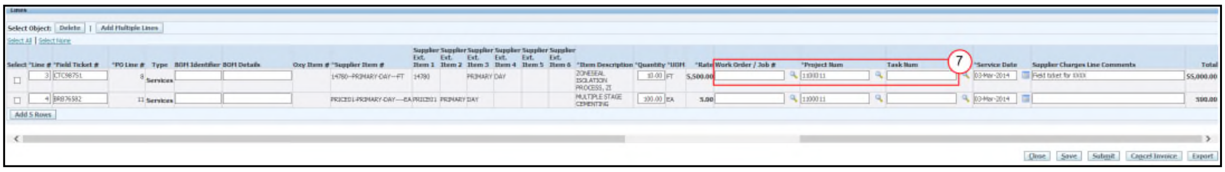
- Upon saving the Supplier Charge, the system will display a message as a warning indicating price breaks have been applied to the line(s).
- For Price Over Ride / Limits, If the price limit / over ride is enabled (according to the contract / service) then the rate field can be modified but will be matched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



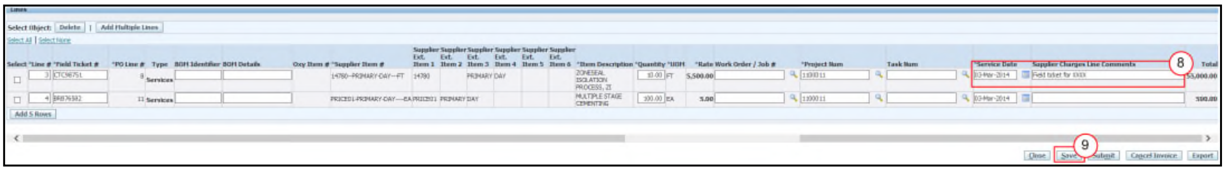
(7) Populate the fields as required by the system:

- **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.



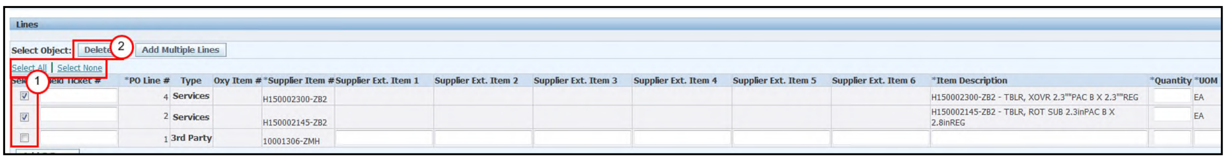
(8) Populate the fields as required by the system:
- The **Service Date** field: enter the date in which materials and/services or charges were delivered or received or incurred. Use the calendar icon as needed to select the date.
- **The Supplier Charges Line Comments** field: as needed, enter additional 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.

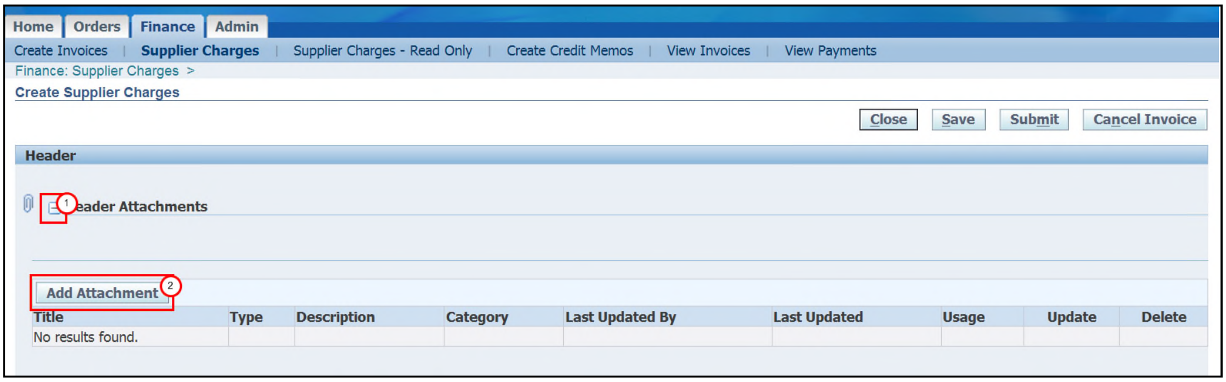
NOTE: As needed, click on the **Select All** hyperlink to remove all PO Lines. Otherwise, click on the **Select None** hyperlink to not remove any PO Lines.

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

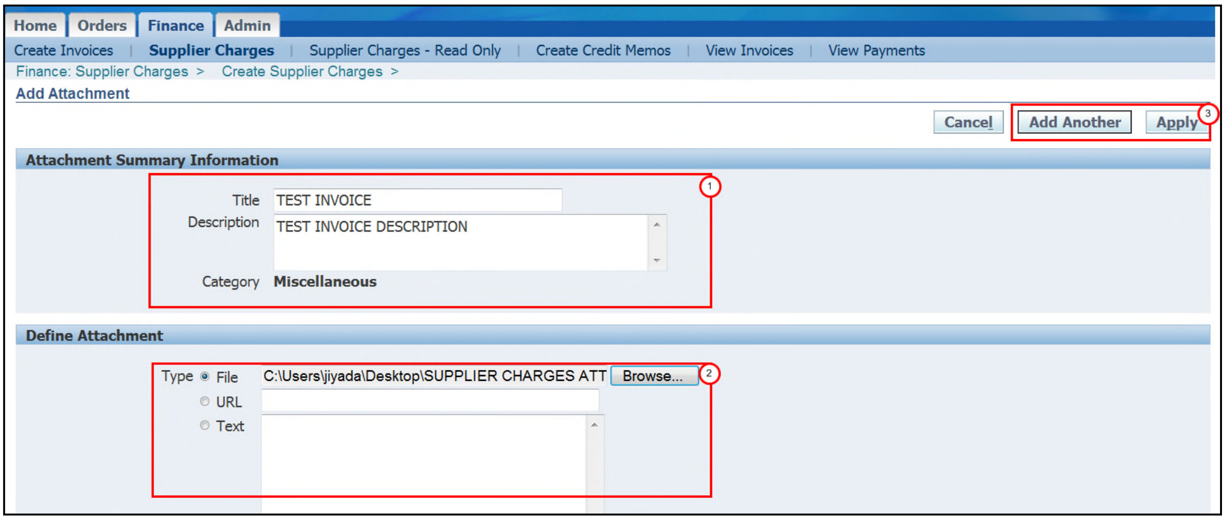
3.1.3 COMPLETE SUPPLIER CHARGES HEADER ATTACHMENTS

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

In the Header Attachment section,



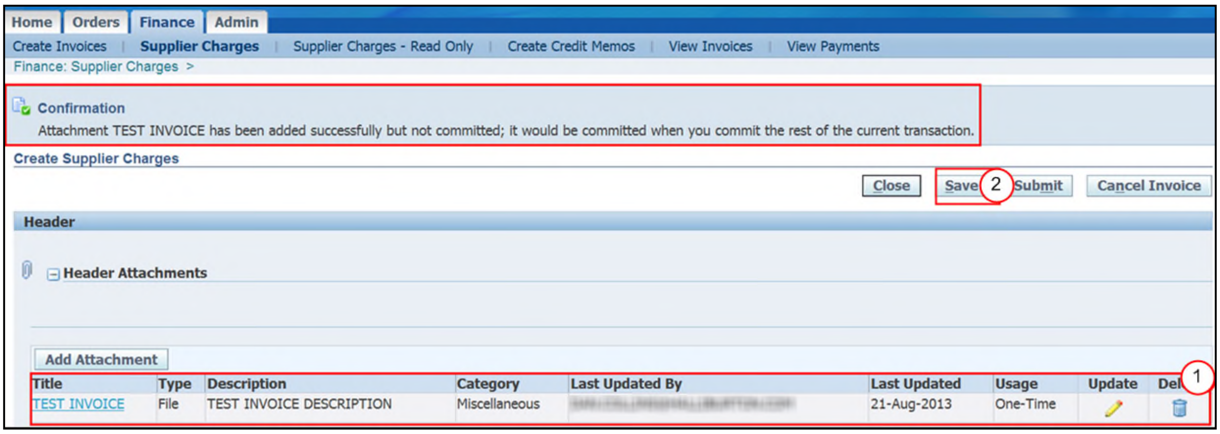
(1) Click on the **Expand All Header Attachment** hyperlink.
(2) Click on the **Add Attachment** button.



(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.



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.

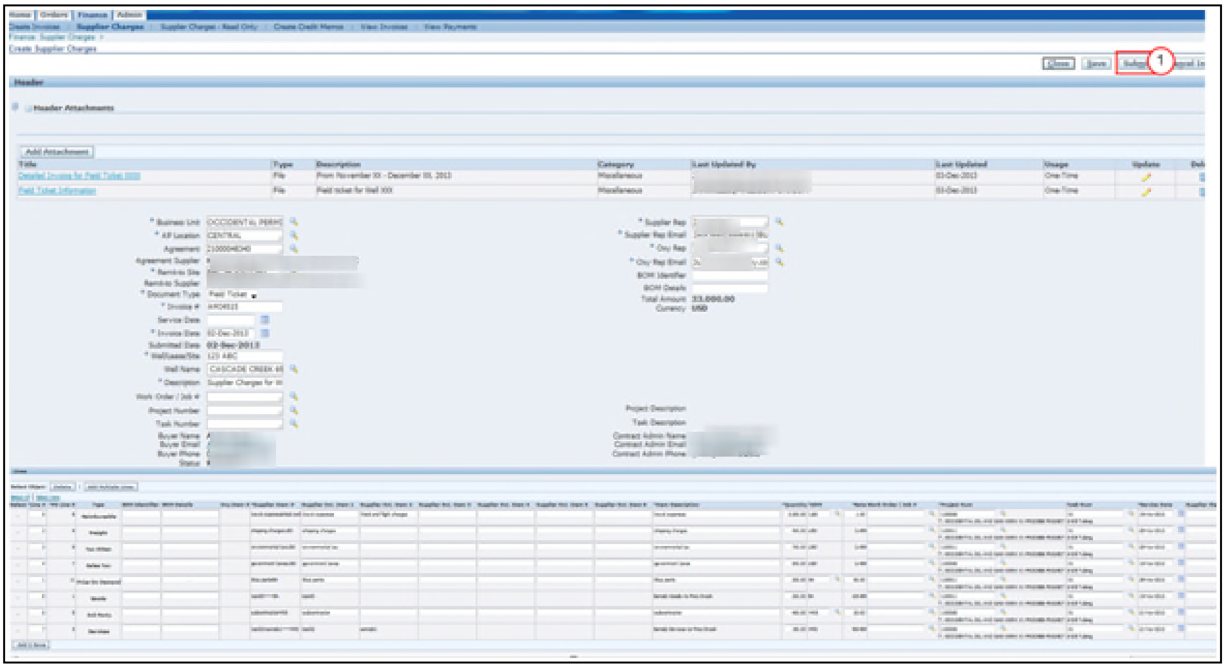
3.2 CREATE SUPPLIER CHARGES USING THE UPLOAD TEMPLATE, AS NEEDED

See Exhibit 4 – Upload Supplier Charges Template by Using MS Excel.

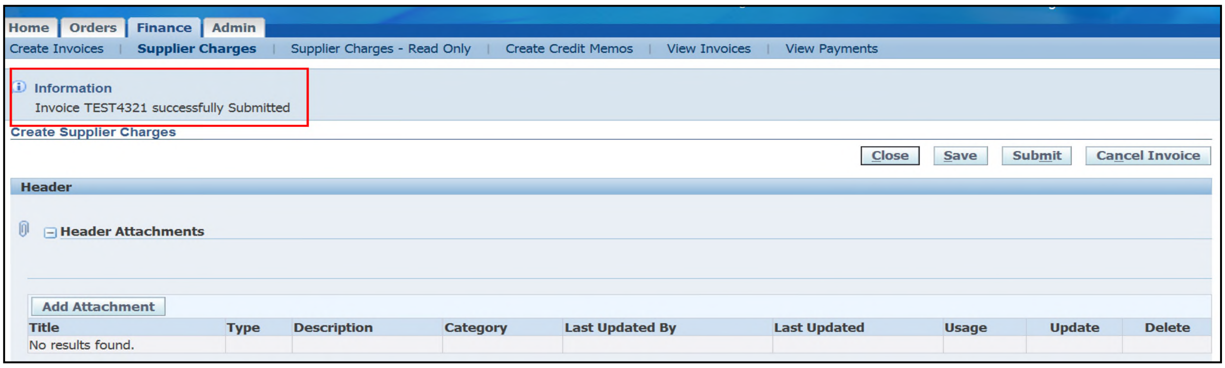
4 REVIEW AND SUBMIT SUPPLIER CHARGES

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.



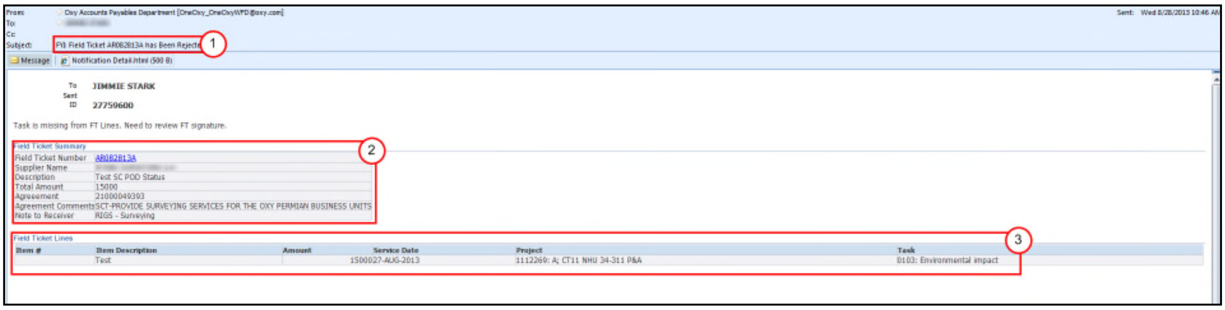
System will display a message indicating the Supplier Charges have been submitted successfully.

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.

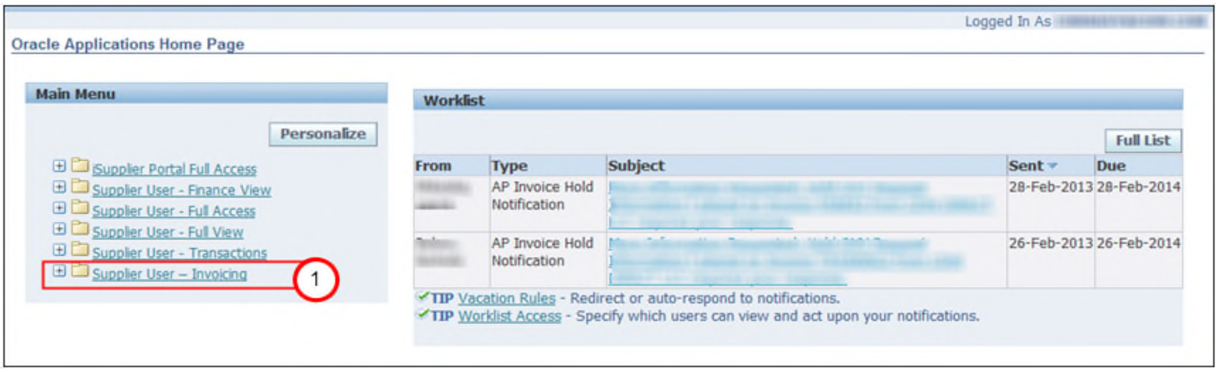
NOTE: If **Notification Details** or **Field Ticket Number** hyperlink do not open, login to Oracle and access the **Simple Search** form to find charges that are in the **Reject Status**. See 6 Search, view and Check Status Of A Supplier Charge

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).

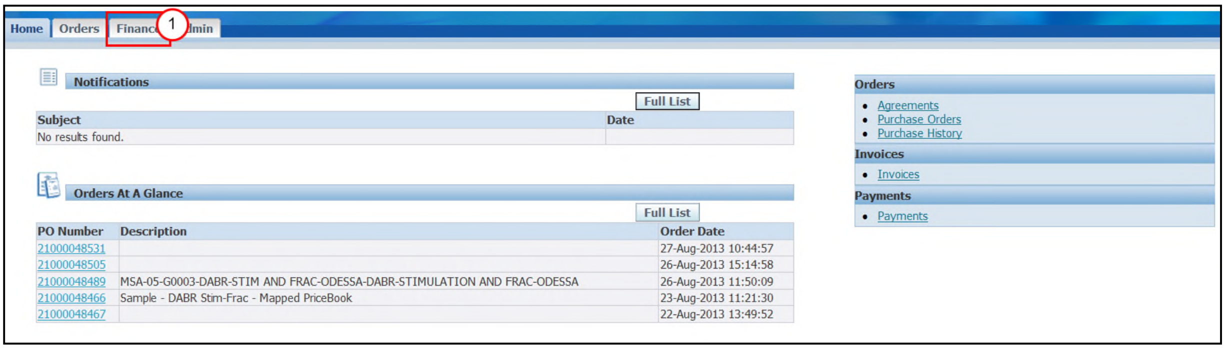
6 SEARCH, VIEW AND CHECK STATUS OF A SUPPLIER CHARGE

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

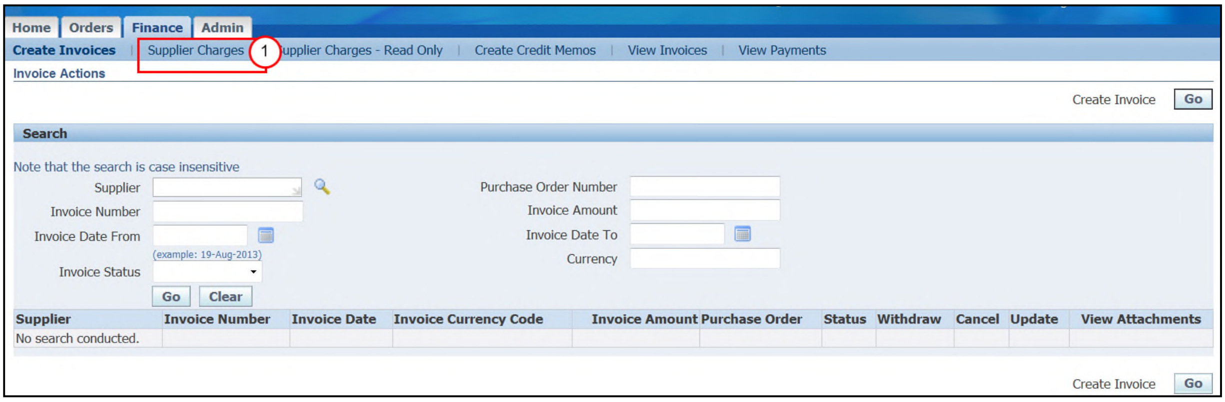
To check the status on an existing Supplier Charges, login to the iSupplier Portal and complete the following:



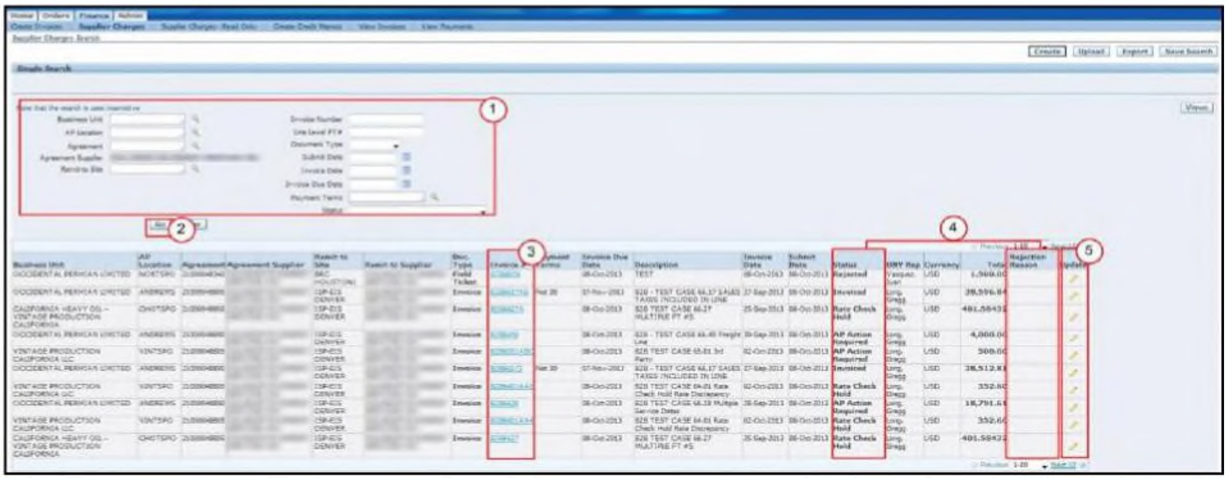
(1) Click on the **Supplier User – Invoicing** folder hyperlink.



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



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



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.

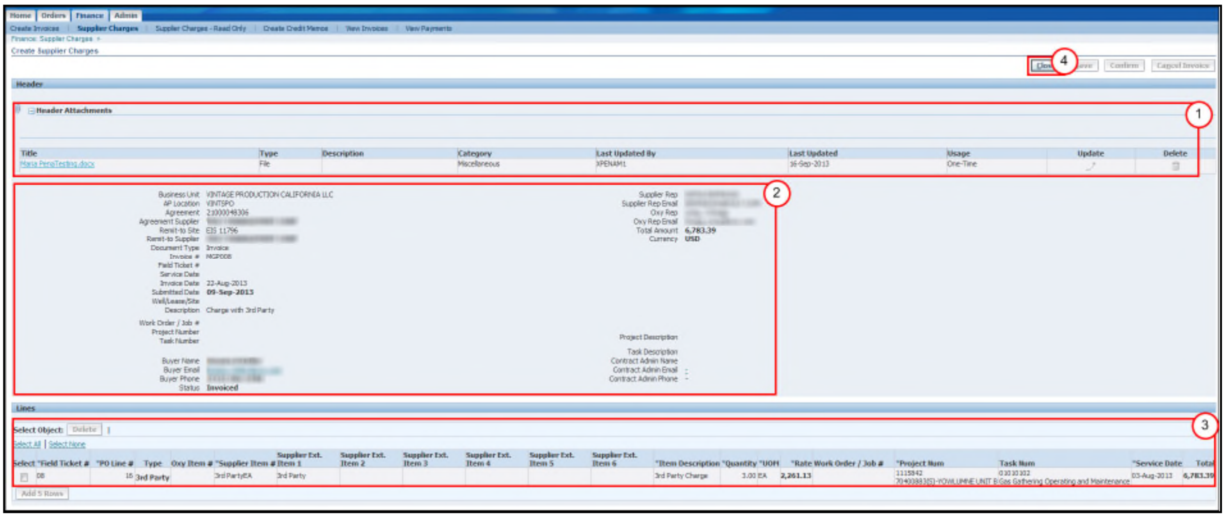
(3) Once the desired results are shown, identify the specific Supplier Charges by the information provided in the table. Click on the Invoice Number hyperlink to access the Supplier Charges details. Go to the Step 6.2 View Supplier Charge Details

(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



(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.

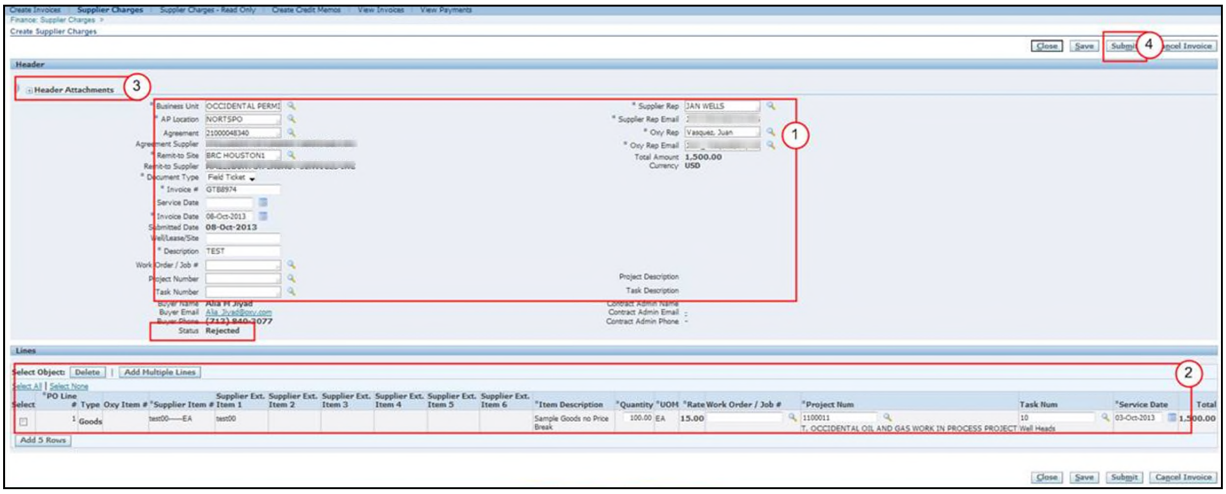
6.3 CANCEL, UPDATE SUBMITTED OR RE-SUBMIT SUPPLIER CHARGES (UNDER REJECTED OR DRAFT STATUSES)

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

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

(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:



(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.

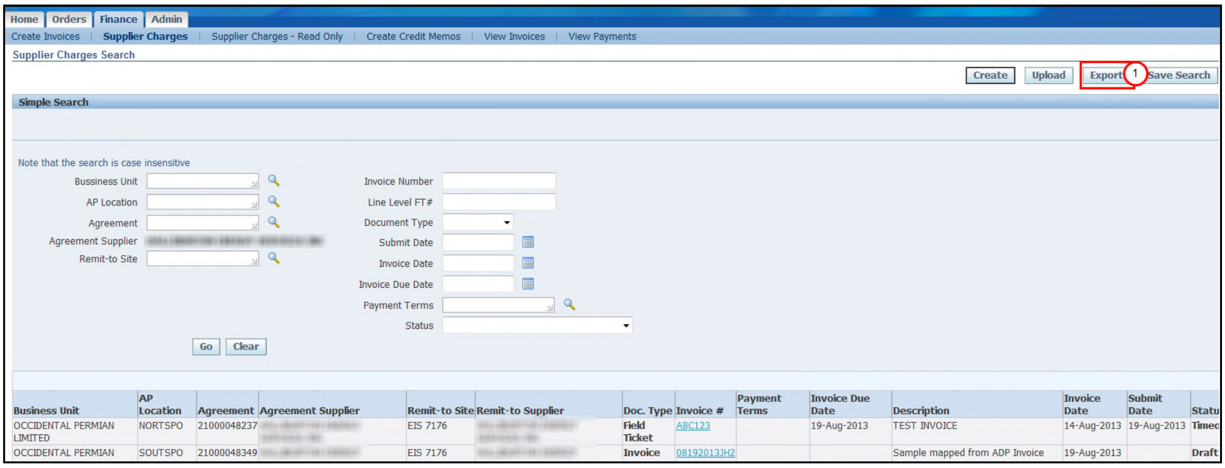
(4) Click on the **Save** button.

(5) Once the information is complete, click on the **Submit** button.

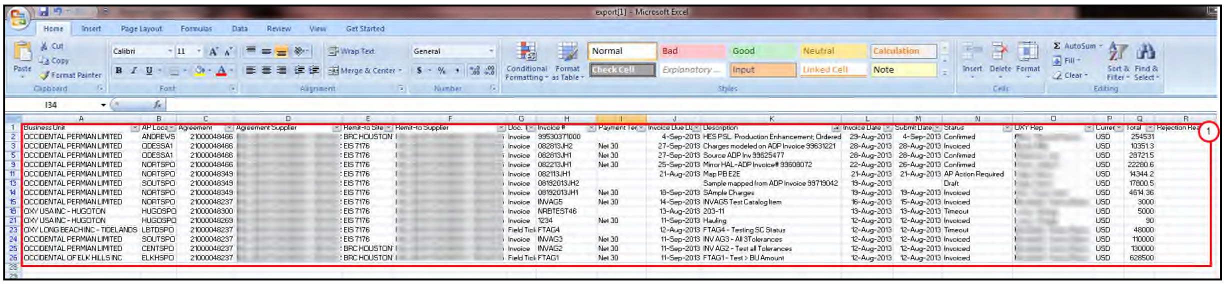
EXHIBITS

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.



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



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
The following fields are mandatory to complete in the template prior to uploading the template into the system: • 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	The following fields are mandatory to complete in the template prior to uploading the template into the system: • 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	The following fields are mandatory to complete in the template prior to uploading the template into the system: • 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

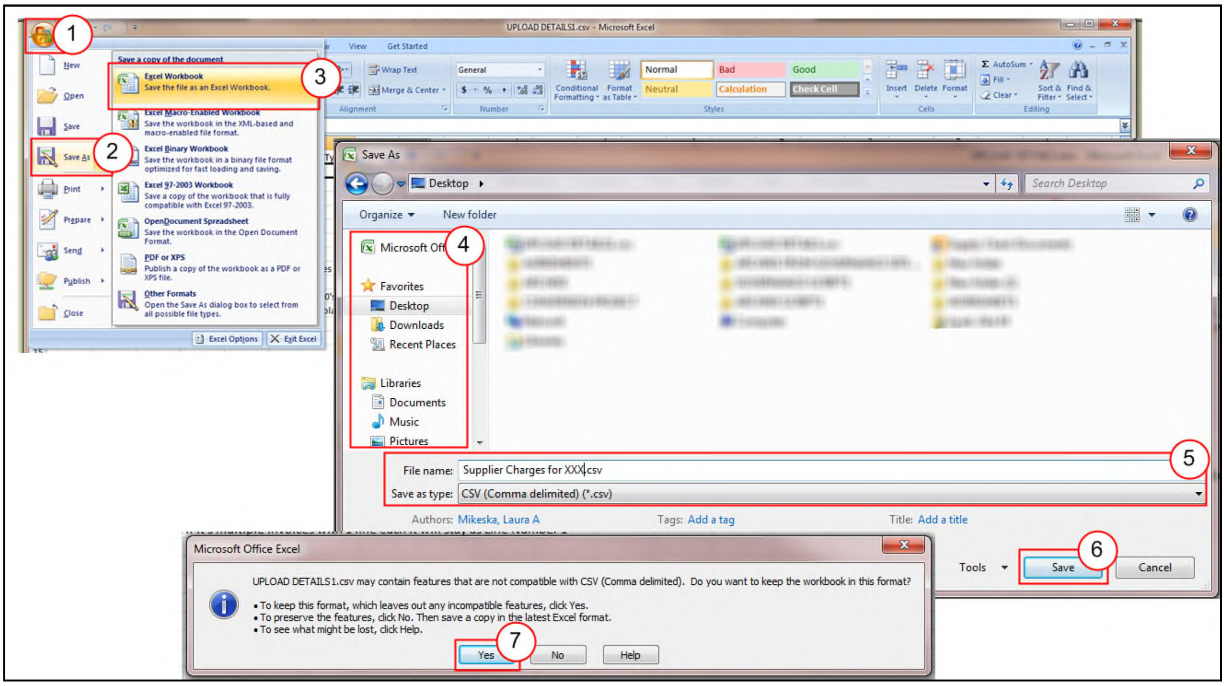
IMPORTANT:

- 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.

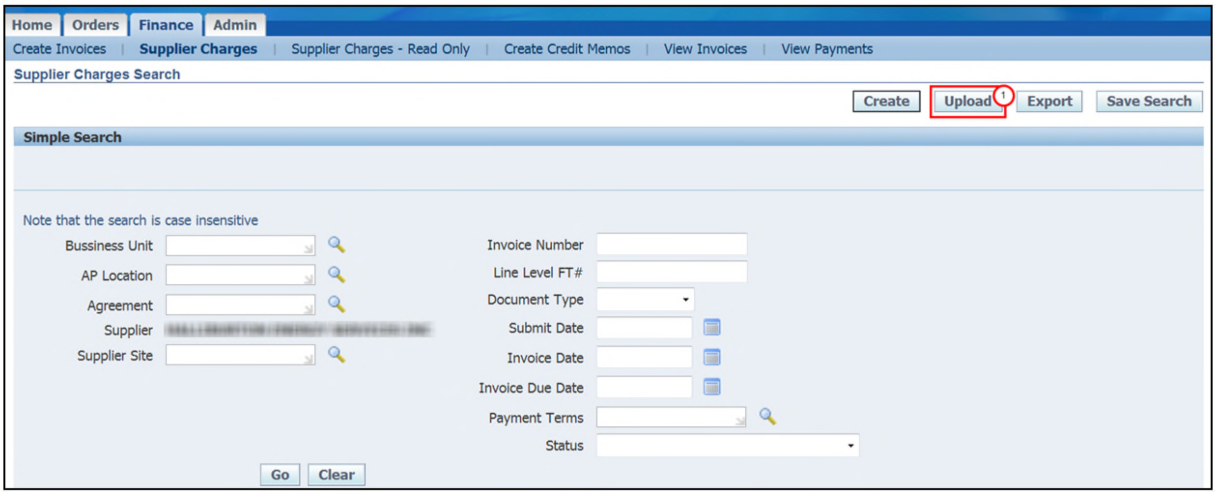
(3) Select **Excel Workbook** option.

(4) Select the location for where to save the file.

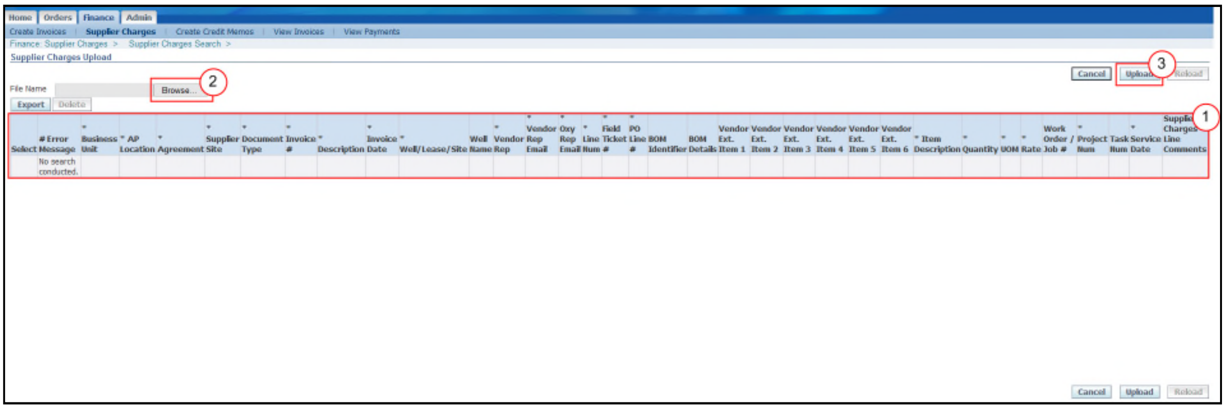
(5) In the **File Name** field, enter the name of the file to upload in the system and from the **Save as Type** dropdown menu, select **CSV (Comma delimited)(*.csv)** option.

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

(7) Click on the **Yes** button to keep the workbook in the .csv format.

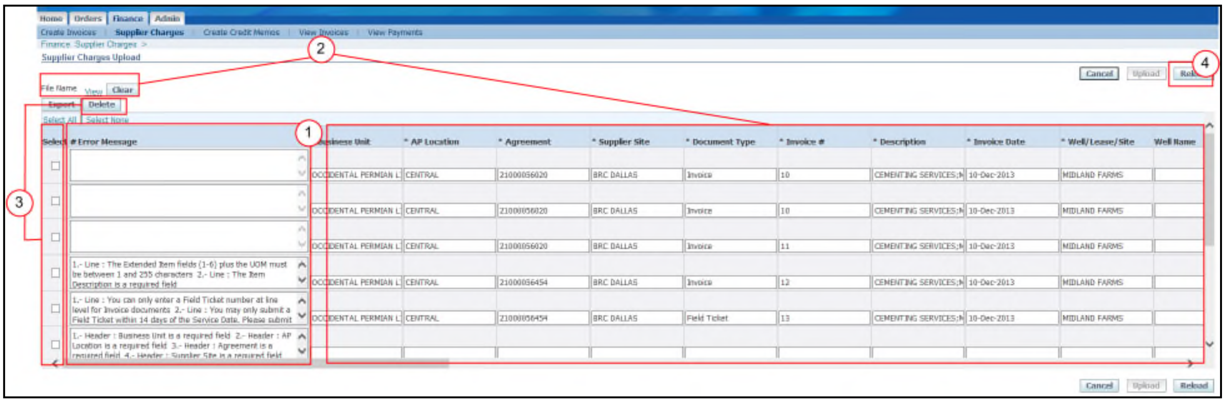


(1) Click on the **Upload** button.



(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.



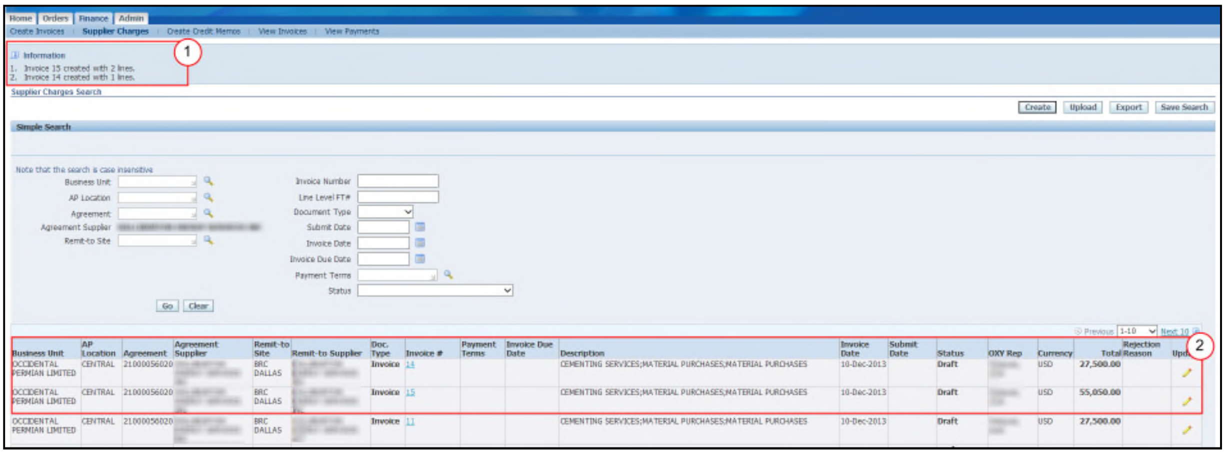
(1) **# Error Message** field: If there are any errors on a line during the upload, a message will be displayed in this field. This field will be blank if no errors were found on the line.

(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.



(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.