

	CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC)	
	User Guide – View and/or Accept Purchasing Documents	Version 1.0 December 1, 2014

OVERVIEW

This User Guide describes how to access, view, and if it is required, accept or reject Purchasing Documents (Contracts, Purchase Orders, Services Orders, Master Agreements, etc.)

HOW TO USE THIS USER 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

Purchasing Documents (Contracts, Purchase Orders, Services Orders, Master Agreements, etc.) can be physically signed or electronically accepted in the iSupplier Portal by the Supplier.

Option 1: Purchasing Documents requiring a physical signature.

If the Purchasing Document required a physical signature from the Supplier, once the signed document is received by CRC, the CRC Buyer will enter the Purchasing Document in to the CRC system and the Supplier will receive an automatic email notification (i.e. Sender: "CRC-Notification" - Subject: "For Your Review – Standard Purchase Order XXXXXXXXXX, X) indicating that the document is available in the iSupplier Portal. Optionally, Supplier can access and view the Purchasing Document and related documentation in the iSupplier Portal.

Option 2: Purchasing Documents requiring electronic acceptance

If the Purchasing Document is issued to the Supplier electronically, the CRC Buyer will create the Purchasing Document and the Supplier will receive an automatic email notification (Sender: "CRC-Notification" - Subject: "Standard Purchase Order XXXXXXXXXX,X requires your acceptance) requesting acknowledgement and acceptance of the Purchasing Document through the iSupplier Portal. Supplier shall access the portal and accept or reject the Purchasing Documents by the required due date. Reminders are sent until the action is completed.

Option 3: Purchasing Documents to support invoices created from Supplier Charges (Field Tickets or Invoices)

Once an Invoice and/or a Field Ticket submitted through the iSupplier Portal is approved; the system automatically creates and closes a Standard Purchase Order (SPO) against the Global Blanket Purchasing Agreement to support the approved invoice. They can be identified through the standard naming convention populated in the Description field (i.e. INV#-XXXXX). No notifications are sent to the Supplier. Supplier can view these Purchasing Documents in the iSupplier Portal (Directly go to [Section 2 Access the iSupplier Portal](#)).

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Purchasing Document related transactions such as shipments, receipts, invoices, payments and attachments can all be viewed in the iSupplier Portal.

Follow the steps outlined below to complete the required actions.

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QUICK REFERENCE (CHEAT SHEET)

1. Receive Notification

IMPORTANT: An email Notification will inform the Supplier that they can review the Purchasing Document or may require that they electronically accept or reject the Purchasing Document within the portal.

2. Within the email Notification, click on the “iSupplier Portal” hyperlink to be taken to the iSupplier Portal “Login” webpage. Login to the iSupplier Portal
 - In the “Main Menu” panel, click on the appropriate responsibility.
 - To acknowledge and accept or reject the Purchasing Document, click on the “Supplier User – Transaction” hyperlink.
 - To view the Purchasing Document you can either click on the “Supplier User – Transactions”, “Supplier User – Full View” or “Supplier User – Finance View” hyperlink.
 - From the “Home” page, click on the “Order” tab.

3. Search for the Purchasing Document

- Click on the “Purchase Order” hyperlink.
 - To display only the Purchasing Documents that required review and acknowledgement, select the option “Purchase Orders to Acknowledge” from the “View” dropdown menu, and then click on the “Go” button.
 - As needed, click on the hyperlinks to access specific details.
- Click on the specific “PO Number” hyperlink to access the Purchasing Document details including both header and line information, such as Terms and Conditions, Lines, Shipments and Attachments.
 - The “Status” column will indicate *Requires Acknowledgement* for those Purchasing Documents that need to be electronically acknowledged and accepted/rejected.

4. Review the Purchasing Documents Details.

- Review the “Order Information” section
 - In the “Attachment” field, click on the “View” hyperlink. Then, click on every file name hyperlink in the “Title” column to view the Purchasing Document as well as all related attachments.

Note: Any contractual documents are categorized as “Contract” in the “Category” column.
- Review the “PO Details” section

As needed, view details for a particular line by clicking on the “Show All Details” hyperlink to access the pricebook information.

5. Electronically Acknowledge and Accept or Reject the Purchasing Document.

- Select the option “Acknowledge” from the “Actions” dropdown menu, and then click the “Go” button.
- Click on the “Accept Entire Order” or the “Reject Entire Order” button.

IMPORTANT:

 - By accepting the Purchasing document, the Supplier is agreeing that the Purchasing Document details are correct and accepts the offer contained in the Purchasing Document, creating a binding agreement.
 - By rejecting the Purchasing document, the Supplier is communicating that they do not accept the offer contained in the Purchasing Document. Changes to the Purchasing Document can be requested through a note to the buyer. The buyer will either revise the Purchasing Document or cancel it.
- As needed, send a message to the buyer in the “Note to Buyer” field.
- Click on the “Submit” button, and then click on the “Return to Purchase Order Summary” hyperlink to return to the main screen.

6. Additional transactions related to Purchasing Documents.


- View transactions associated with the Purchasing Documents such as shipments, receipts, invoices and payments.
 - Access a specific Purchasing Document.
 - From the “Actions” dropdown menu select the transaction to be viewed, such as “View Receipts”, “View Invoices”, “View Shipments” or “View Payments”. And then click on the “Go” button.
- View the revision history of a Purchasing document.
 - Click on the “Orders” tab, and then click on the “Purchase History” hyperlink.
 - Populate the search criteria, and then click on the “Go” button.
 - As needed, click on the hyperlink to access specific details.
 - Click on the appropriate icons to view the comparison among the versions of the Purchasing Document.
- Access the agreements related to a specific Purchasing Document.
 - Click on the “Orders” tab, and then click on the “Agreements” hyperlink.
 - Populate the search criteria, and then click on the “Go” button.

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▶ As needed, click on the hyperlinks to access specific | details.

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Steps	Page No	Required	Check
1. Receive Notifications	5	Required	<input type="checkbox"/>
1.1. Notifications Type	5	Required	<input type="checkbox"/>
1.2. Received Notifications - Details	6	Required	<input type="checkbox"/>
2. Access the iSupplier Portal	8	Required	<input type="checkbox"/>
3. Search for Purchasing Documents	9	Required	<input type="checkbox"/>
4. View Purchasing Documents Details	10	Required	<input type="checkbox"/>
4.1. Header Information	10		
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6. PO Status	27	Optional	

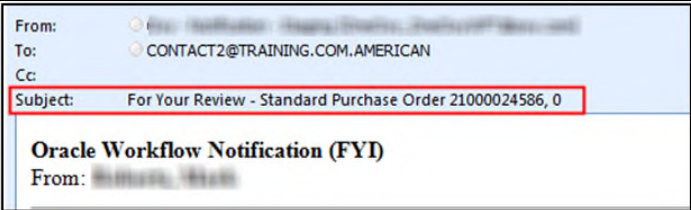
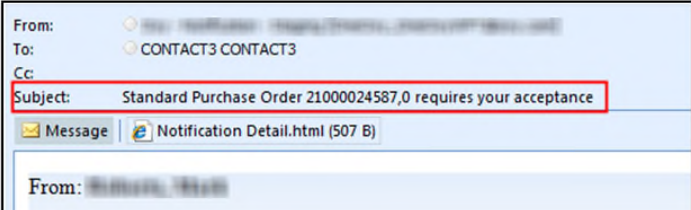
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INSTRUCTIONS

1. RECEIVE NOTIFICATIONS

1.1 NOTIFICATION TYPES

After an CRC Buyer issues a Purchasing Document, the Supplier will receive an automatic notification. A Purchasing Document is either handled electronically through the iSupplier Portal or physically signed and uploaded to the portal by CRC. Suppliers can receive notifications for the following subjects:

Case	Subject	Subject Example	Supplier Action
Option 1 (Purchasing Documents requiring a physical signature)	For Your Review – Contract Type XXXXXXX XXXX,0		Optionally, View the Purchasing Document within the Portal.
Option 2 (Purchasing Documents requiring electronic acceptance)	Contract Type – XXXXXXX XXX,0 requires your acceptance Supplier Action		Mandatory, View and accept or reject the Purchasing Document within the Portal.

IMPORTANT – Option 3: Purchasing Documents to support invoices created from Supplier Charges (Invoices and/or Field Tickets). No E-mail Notification will be sent. No action is required from the Supplier. To view the related Purchasing Documents, directly go to [Section 2 Access the iSupplier Portal](#).

NOTE: For further information regarding Notifications, please review the User Guide – Overview Access and Passwords, Navigations and Notifications.

IMPORTANT: For automatic notifications the email sender will be “CRC – Notification” not a specific CRC Buyer. If you do not receive a notification in your mailbox, please check your mailbox spam, trash or delete folders, or see if it might have been filtered by your company spam filtering services. Make sure to set “CRC – Notification” as a valid email sender to avoid any issue for subsequent notifications. Yahoo and Hotmail email account users might NOT receive some notifications correctly. If an email notification contains an error message, contact the CRC Buyer or Supplier Help Desk.

1.2 RECEIVED NOTIFICATIONS - DETAILS

Both types of notifications are formatted in the same way, whether they require a review of the Purchasing Document or the acceptance or rejection of the Purchasing Document within the portal. The notifications show the following information:



From: CONTACT2 CONTACTS
 To: CONTACT2 CONTACTS
 Cc: CONTACT2 CONTACTS
 Subject: Standard Purchase Order 21000024587.0 requires your acceptance

Message: Notification Detail.html (567 K)

From: [Supplier Training](#)

PLEASE IGNORE THE ACTIONS BUTTONS ON THIS NOTIFICATION. TO ACCEPT OR REJECT THIS DOCUMENT, ACCESS THE SUPPLIER PORTAL AND FOLLOW THE QUICK REFERENCE INSTRUCTIONS PROVIDED IN THIS NOTIFICATION.

POR FAVOR IGNORE LOS BOTONES DE ACCION EN ESTA NOTIFICACION. PARA ACEPTAR O RECHAZAR ESTE DOCUMENTO, ACCEDA AL SUPPLIER PORTAL Y SIGA LAS INSTRUCCIONES DETALLADAS EN LAS GUIAS RAPIDAS PROVISTAS EN ESTA NOTIFICACION.

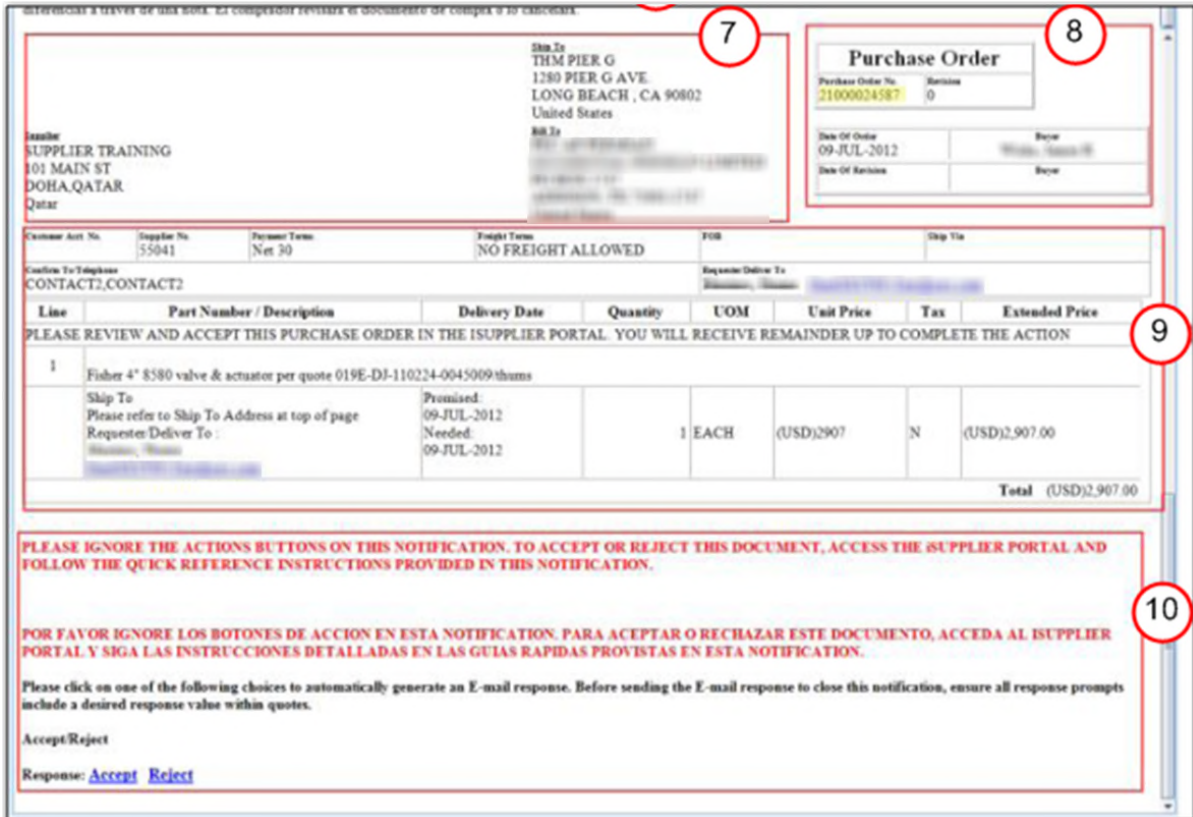
— ENGLISH - VER ABAJO PARA ESPAÑOL —

[Standard Purchase Order 21000024587.0](#) requests your company to electronically accept this Purchasing Document detailed below through the iSupplier Portal by 12-JUL-2012

Access the [Supplier Portal](#) through the [Supplier Portal Quick Reference - Purchasing Document e-Acknowledgement \(PDF\)](#) and print the document, and electronically execute the purchasing document acceptance.

NOTE TO SUPPLIER: PLEASE REVIEW AND ACCEPT THIS PURCHASE ORDER IN THE ISUPPLIER PORTAL. YOU WILL RECEIVE A REMINDER UNTIL YOU COMPLETE THE ACTION

BUYER CONTACT DATA: [William Thomas III](#) - [w.thomas@thm.com](#) - Phone: 408.439.1000



Supplier: SUPPLIER TRAINING
 101 MAIN ST
 DOHA, QATAR
 Qatar

Ship To: THM PIER G
 1280 PIER G AVE.
 LONG BEACH, CA 90802
 United States

Bill To: [THM PIER G](#)

Customer Acct. No.: [CONTACT2](#) Supplier No.: 55041 Payment Terms: Net 30 Freight Terms: NO FREIGHT ALLOWED FOB: Ship Via:

Conditions To Telephone: CONTACT2, CONTACT2 Requester/Order To: [William Thomas III](#)

Line	Part Number / Description	Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
1	Fisher 4" 8580 valve & actuator per quote 019E-DJ-110224-0045009 thams	09-JUL-2012	1	EACH	(USD)2907	N	(USD)2,907.00
							Total (USD)2,907.00

PLEASE IGNORE THE ACTIONS BUTTONS ON THIS NOTIFICATION. TO ACCEPT OR REJECT THIS DOCUMENT, ACCESS THE SUPPLIER PORTAL AND FOLLOW THE QUICK REFERENCE INSTRUCTIONS PROVIDED IN THIS NOTIFICATION.

POR FAVOR IGNORE LOS BOTONES DE ACCION EN ESTA NOTIFICACION. PARA ACEPTAR O RECHAZAR ESTE DOCUMENTO, ACCEDA AL SUPPLIER PORTAL Y SIGA LAS INSTRUCCIONES DETALLADAS EN LAS GUIAS RAPIDAS PROVISTAS EN ESTA NOTIFICACION.

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Accept/Reject
 Response: [Accept](#) [Reject](#)

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- (1) The **Email Subject** displays the Purchase Order number, the type of notification and required action.
- (2) View the type of action to be taken and the due date for the response.

Type	Action to be Taken
Option 1	View the Purchasing Document within the Portal
Option 2	View and accept or reject the Purchasing Document within the Portal

NOTE: The example above shows an order that requires acceptance. This means that Supplier must review and accept or reject the Purchasing Document within the iSupplier Portal.

- (3) The notification allows access to the iSupplier Portal by clicking on the **iSupplier Portal** hyperlink.

NOTE: This hyperlink will take you to the iSupplier Portal **“Login”** webpage

- (4) The **Quick Reference** hyperlink allows access to the instructions to perform the required action.
- (5) The **Note to the Supplier** shows any clarification written by the buyer.

IMPORTANT: This field can contain specific instructions for the Supplier.

- (6) The **Buyer Contact Data** field displays the name of the CRC Buyer who has sent the notification.
- (7) The **Header** section displays the Supplier’s information including ship-to and bill-to addresses
- (8) The **Summary** section displays the **Purchase Order Number**, the **Date of Order** and the **Buyers Name**.
- (9) The **PO Details** section displays the specific line information for the Purchasing Document.

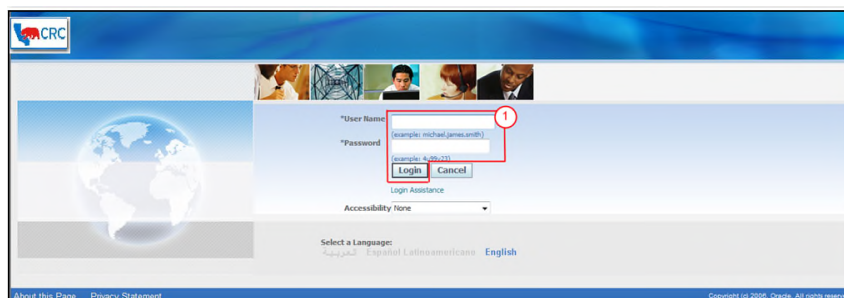
NOTE: See additional details about each column in the section [4 - View Purchasing Documents Details](#)

- (10) DO NOT click on the **Actions** button in the notifications. To accept or reject the documents you must do so through the **iSupplier Portal**.

IMPORTANT: Save the **Purchase Order Number** to use when performing a search for the document in the iSupplier Portal.

2. ACCESS THE ISUPPLIER PORTAL

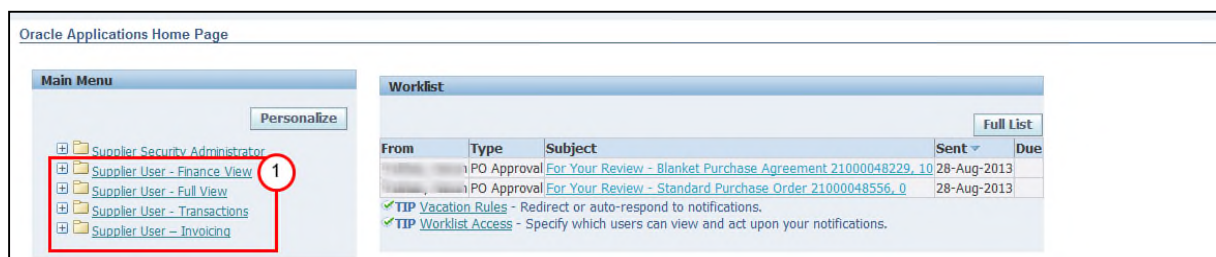
Login to the iSupplier Portal at: https://supplier.californiaresources.com/OA_HTML/AppsLogin



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

NOTE: The **Password** field is case sensitive. If there is a problem accessing the iSupplier Portal, click on 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) According to the action to take, click on one of the following responsibilities to access, view and, if required, accept or reject the Purchasing Document(s).

Supplier Action	Needed Responsibility
View the Purchasing Document within the Portal.	Supplier User – Finance View Supplier User – Full View Supplier User – Transactions Supplier User – Invoicing*
View, acknowledge and accept or reject the Purchasing Document within the Portal.	Supplier User - Transactions

NOTE: (*) Supplier User - Invoicing responsibility is assigned by CRC to selected suppliers that invoice through the iSupplier Portal.

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

NOTE: If none of these responsibilities have been assigned to you, contact the iSupplier Portal Security

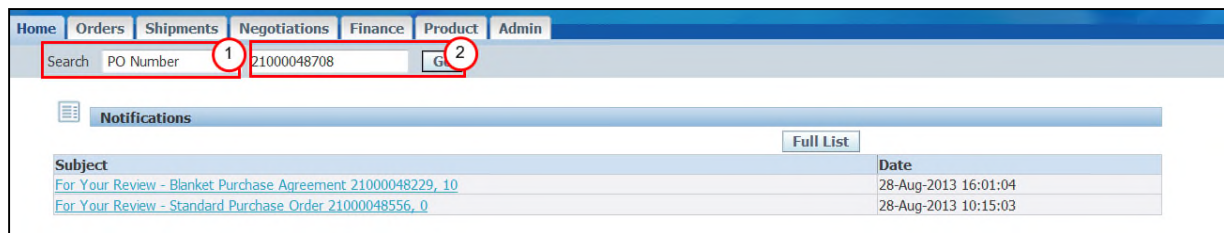
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Administrator within your company to request them. Go to the [User Guide – Overview – Access and Passwords, Navigation and Notifications](#) to learn how to view the list of your company contacts and iSupplier Users.

3. SEARCH FOR PURCHASING DOCUMENTS

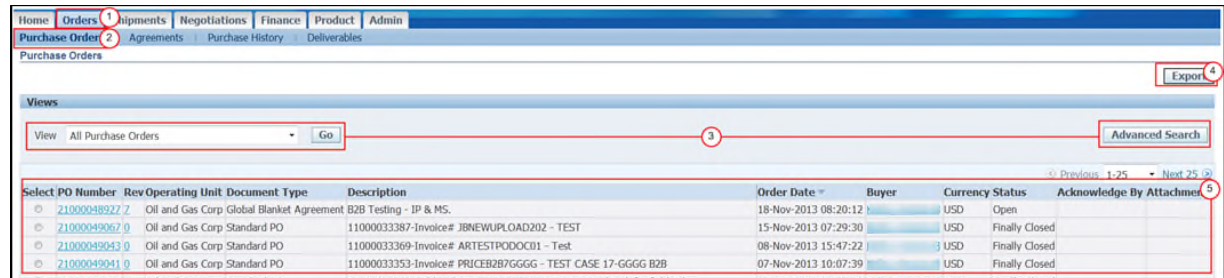
There are two options to search for and access a specific Purchasing Document. First is through the **Home** tab **Search** functionality and the second is by accessing the **Orders** tab.

Option 1 – Search from the Home tab



- (1) In the **Search** section, click on the **Search** dropdown menu and select **PO Number**.
- (2) Enter the Purchase Order Number in the text field and click on **Go** button. The **Purchase Order** screen in the **Order** tab will appear with the corresponding documents. See next option for further details.

Option 2 – Search from within the Orders tab

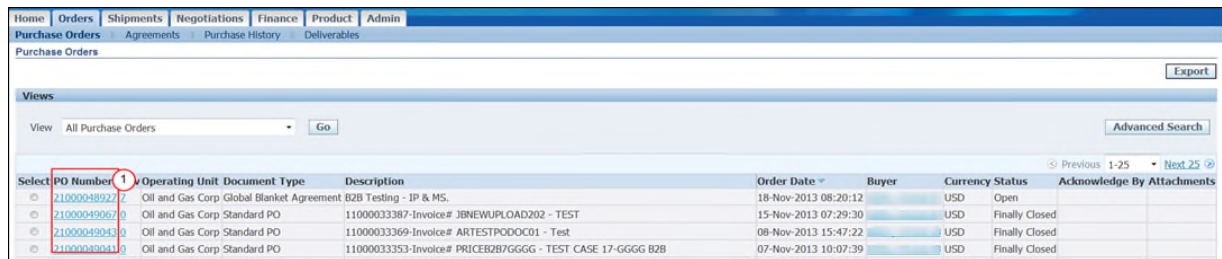


- (1) In the iSupplier portal **Home** screen, click on the **Orders** tab.
- (2) Click on the **Purchase Orders** hyperlink to search for and open **Purchase Orders**.
- (3) Under the **Views** section, Supplier may select from the **View** dropdown menu the applicable option to display the Purchasing Documents, and then click on the **Go** button or click on the **Advanced** button to narrow down the search criteria.

Option	Description
All Purchase Orders	The system displays all the Purchase Orders.
Purchase Orders to Acknowledge	The system displays only the Purchase Orders that require acknowledgement from the Supplier.
Purchase Orders Pending Supplier Change	Option disabled.

- (4) The **Export** button allows the Supplier to export all of the general information for the **Purchasing Documents** to a spreadsheet.

(5) The columns provided under the **View** screen assist the Supplier in defining which PO to access. For a detailed description on each of the columns listed, see [Exhibit 1.1 Purchase Order View Columns](#).



Select	PO Number	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Status	Acknowledge By Attachments
<input type="radio"/>	21000048922	Oil and Gas Corp	Global Blanket Agreement	B2B Testing - JP & MS.	18-Nov-2013 08:20:12		USD	Open	
<input type="radio"/>	21000049067	Oil and Gas Corp	Standard PO	11000033387-Invoice# JBNEWUPLD202 - TEST	15-Nov-2013 07:29:30		USD	Finally Closed	
<input type="radio"/>	21000049045	Oil and Gas Corp	Standard PO	11000033369-Invoice# ARTESTPODDOC1 - Test	08-Nov-2013 15:47:22		USD	Finally Closed	
<input type="radio"/>	21000049044	Oil and Gas Corp	Standard PO	11000033353-Invoice# PRICEB2B/GGGG - TEST CASE 17-GGGG B2B	07-Nov-2013 10:07:39		USD	Finally Closed	

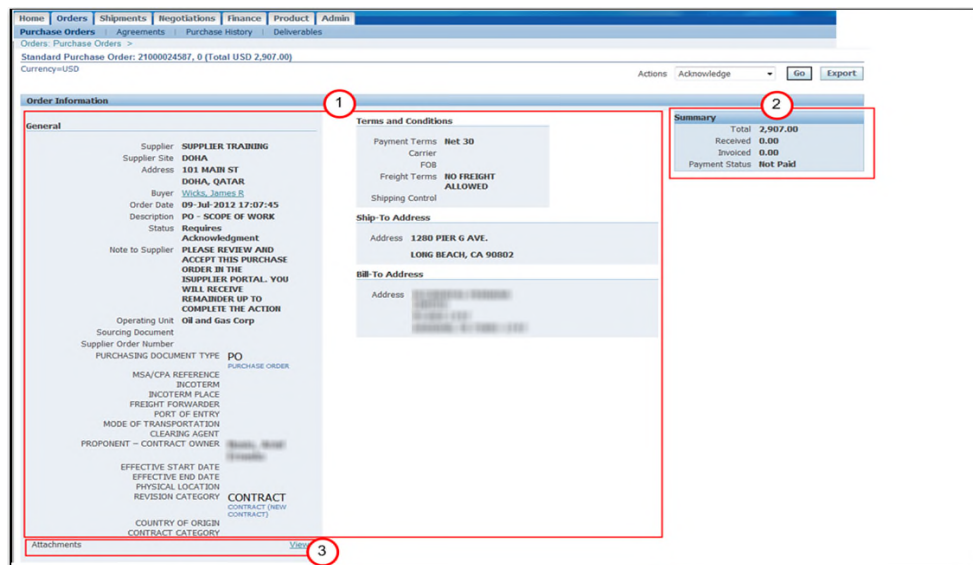
(1) Identify the Purchasing Document and click on the applicable **PO Number** hyperlink to display the detailed information about the Purchasing Document.

4. VIEW PURCHASING DOCUMENT DETAILS

The **Purchasing Document Details** screen displays detailed information related to all sorts of Purchasing Documents such as the Purchase Orders, Contract Agreements, Standard Purchase Order Supplier Charges, etc. As well as information such as the ship-to and billed-to address, terms and conditions, shipments and related attachments. The screen is split into 2 sections; **Header** and **Line** information.

4.1 HEADER INFORMATION

The header information provides the key Purchasing Document information.



Standard Purchase Order: 21000024587, 0 (Total USD 2,907.00)

Currency=USD

Actions: Acknowledge, Go, Export

General Supplier: SUPPLIER TRAINING Supplier Site: DOHA Address: 101 MAIN ST DOHA, QATAR Buyer: Wicks, James S Order Date: 09-Jul-2012 17:07:45 Description: PO - SCOPE OF WORK Status: Requires Acknowledgment Note to Supplier: PLEASE REVIEW AND ACCEPT THIS PURCHASE ORDER IN THE SUPPLIER PORTAL. YOU WILL RECEIVE REMAINDER UP TO COMPLETE THE ACTION Operating Unit: Oil and Gas Corp Sourcing Document: Supplier Order Number: PO PURCHASING DOCUMENT TYPE: PURCHASE ORDER MSA/CPA REFERENCE: BICOTERM INCOTERM PLACE: INCOTERM PLACE FREIGHT FORWARDER: PORT OF ENTRY MODE OF TRANSPORTATION: CLEARING AGENT PROPOSER - CONTRACT OWNER: Buyer, Host Provider EFFECTIVE START DATE: EFFECTIVE END DATE: PHYSICAL LOCATION: REVISION CATEGORY: CONTRACT CONTRACT (NEW CONTRACT): COUNTRY OF ORIGIN: CONTRACT_CATEGORY:	Terms and Conditions Payment Terms: Net 30 Carrier: FOB Freight Terms: NO FREIGHT ALLOWED Shipping Control: Ship-To Address Address: 1280 PIER 6 AVE. LONG BEACH, CA 90802 Bill-To Address Address:	Summary Total: 2,907.00 Received: 0.00 Invoiced: 0.00 Payment Status: Not Paid
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Attachments: [View](#)

The header of the webpage displays the Document Type (e.g. Standard Purchase Order, Global Blanket Purchase Agreement, etc.) and the Document Number (e.g. 21000002123)

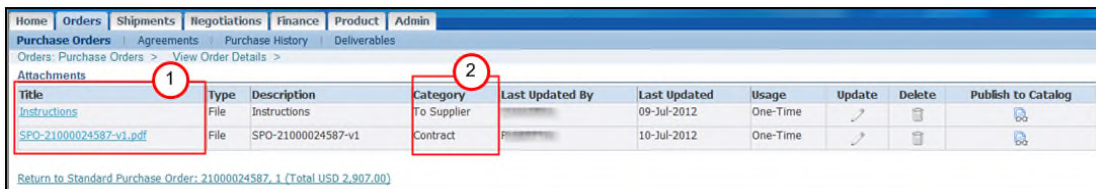
IMPORTANT: For a detailed description on each field displayed, see [Exhibit 2 PO – Header Information](#).

- (1) The **Order Information** section displays general information and terms about the Purchasing Document, i.e. **Supplier, Description, Status, Purchase Document Type, Payment Terms, Ship-To** and **Bill-To Address**.
- (2) The **Summary** section displays the transaction information, i.e. **Total, Received, Invoiced** and **Payment Status**.

NOTE: GCPAs do not have a Summary section.

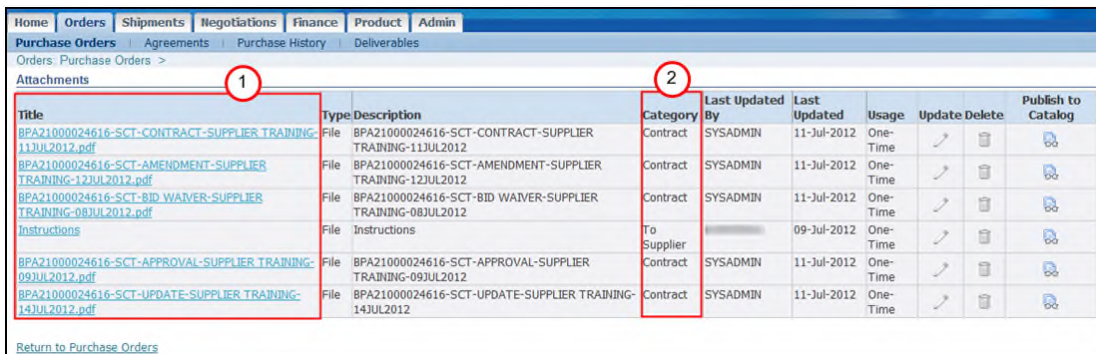
- (3) The **Attachments** field displays attachments included with the Purchasing Document. Click on the **View** hyperlink to review the signed physical contract or the electronic document to be accepted or rejected; as well as all related attachments. Then, the following table will appear:

- **Case 1:** Electronic Purchasing Documents.



Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Instructions	File	Instructions	To Supplier		09-Jul-2012	One-Time			
SPO-21000024587-v1.pdf	File	SPO-21000024587-v1	Contract		10-Jul-2012	One-Time			

- **Case 2:** Physically signed purchasing contract. The **Attachment** table shows the scanned copy of the signed terms and conditions as it appears in the screenshot below.



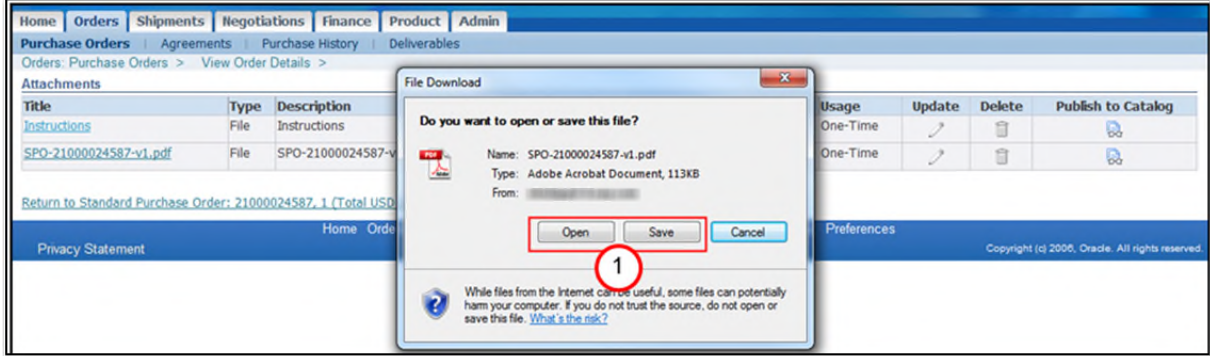
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
BPA21000024616-SCT-CONTRACT-SUPPLIER TRAINING-11JUL2012.pdf	File	BPA21000024616-SCT-CONTRACT-SUPPLIER TRAINING-11JUL2012	Contract	SYSADMIN	11-Jul-2012	One-Time			
BPA21000024616-SCT-AMENDMENT-SUPPLIER TRAINING-12JUL2012.pdf	File	BPA21000024616-SCT-AMENDMENT-SUPPLIER TRAINING-12JUL2012	Contract	SYSADMIN	11-Jul-2012	One-Time			
BPA21000024616-SCT-BID WAIVER-SUPPLIER TRAINING-08JUL2012.pdf	File	BPA21000024616-SCT-BID WAIVER-SUPPLIER TRAINING-08JUL2012	Contract	SYSADMIN	11-Jul-2012	One-Time			
Instructions	File	Instructions	To Supplier		09-Jul-2012	One-Time			
BPA21000024616-SCT-APPROVAL-SUPPLIER TRAINING-09JUL2012.pdf	File	BPA21000024616-SCT-APPROVAL-SUPPLIER TRAINING-09JUL2012	Contract	SYSADMIN	11-Jul-2012	One-Time			
BPA21000024616-SCT-UPDATE-SUPPLIER TRAINING-14JUL2012.pdf	File	BPA21000024616-SCT-UPDATE-SUPPLIER TRAINING-14JUL2012	Contract	SYSADMIN	11-Jul-2012	One-Time			

- (1) From either of the cases above, view, save or print the document by clicking on the **Attachment Name** hyperlink under the **Title** column.
- (2) The **Category** column shows the type of attachments.

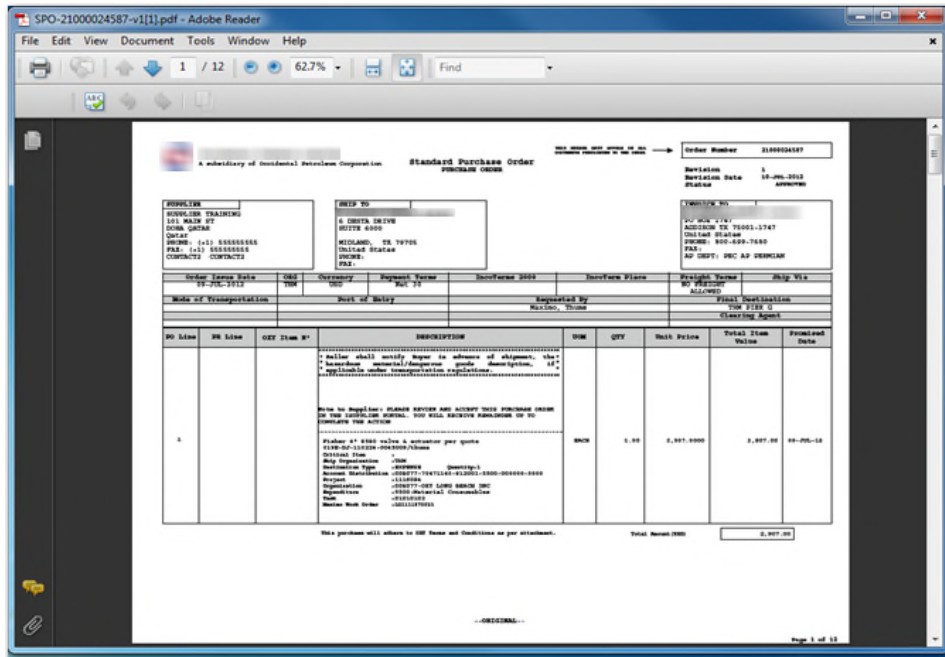
NOTE: The actual Purchasing Document that has been signed as well as related contractual documents are categorized as **Contract**.

IMPORTANT: To allow iSupplier Users to view and print the Purchasing Document with the terms and conditions, the Buyer needs to attach the document in the Attachment Section. If the document is not available, request that the appropriate Buyer attach the documentation. If the Purchasing Document has a signed physical contract, a

scanned copy of the signed terms and conditions will be included as an attachment.



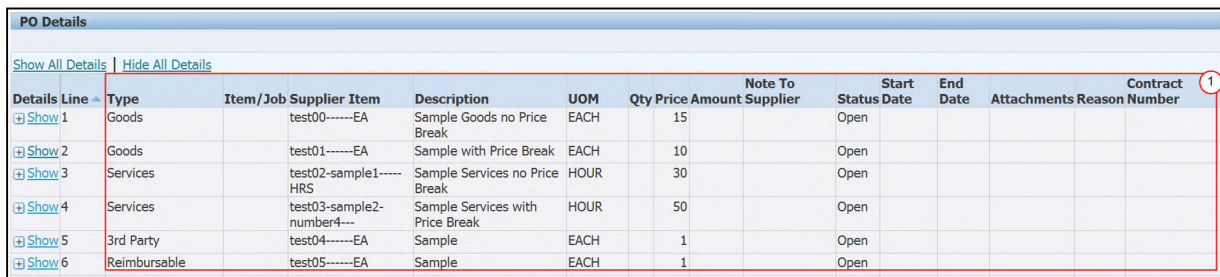
(1) Click on the **Open** or **Save** button to view the document. Then, the original Purchasing Document will be displayed.



4.2 LINE INFORMATION - PO DETAILS SECTION

The line Information provides the specific detailed data of the services and/or materials requested by CRC.

IMPORTANT: This section is applicable to Global Blanket Purchase Agreements, Standard Purchase Order, Blanket Purchase Agreements and Blanket releases. Global Contract Purchasing Agreements (GCPA) does not have lines. For a description on each of the fields displayed, see [Exhibit 3.1 PO Details – Line Information](#).



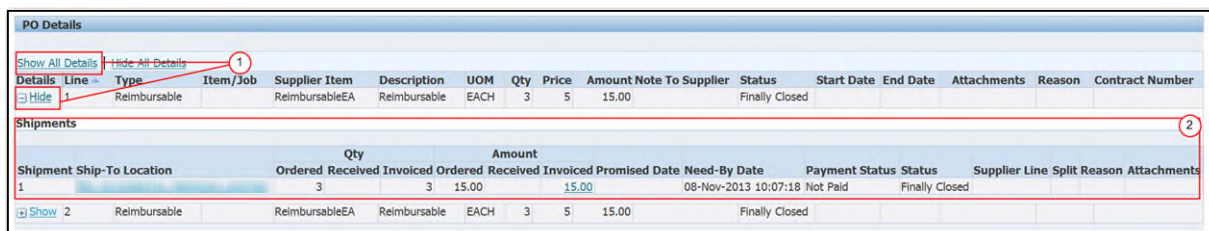
Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Note To Supplier	Status	Start Date	End Date	Attachments	Reason	Contract Number
Show 1	Goods		test00-----EA	Sample Goods no Price Break	EACH	15				Open					
Show 2	Goods		test01-----EA	Sample with Price Break	EACH	10				Open					
Show 3	Services		test02-sample1-----HRS	Sample Services no Price Break	HOUR	30				Open					
Show 4	Services		test03-sample2-number4----	Sample Services with Price Break	HOUR	50				Open					
Show 5	3rd Party		test04-----EA	Sample	EACH	1				Open					
Show 6	Reimbursable		test05-----EA	Sample	EACH	1				Open					

- (1) Under the **PO Details** section, the specific line information is displayed. This includes information such as the **Line number, Line Type, Description, Quantity, Price, Amount**, etc. Verify the information entered is correct. For additional information, see [Exhibit 3.1 PO Details – Line Information](#). According to the **PO Type** the system will display one of the following:
- Shipments Information (only applicable to Blanket Releases or Standard Purchase Orders). Go to step [4.2.1 Shipment Information](#).
 - Price Break (only applicable to Global Blanket Purchase Agreements. Go to the Step [4.2.2 Price Break Information](#)).

4.2.1 SHIPMENT INFORMATION – ONLY APPLICABLE TO SPO OR BR

Shipment Information is defined for each line ordered through **Blanket Releases (BR)** and **Standard Purchase Orders (SPO)**.

IMPORTANT: For a description on each fields displayed, see [Exhibit 3.2 PO Details – Shipment Information](#).



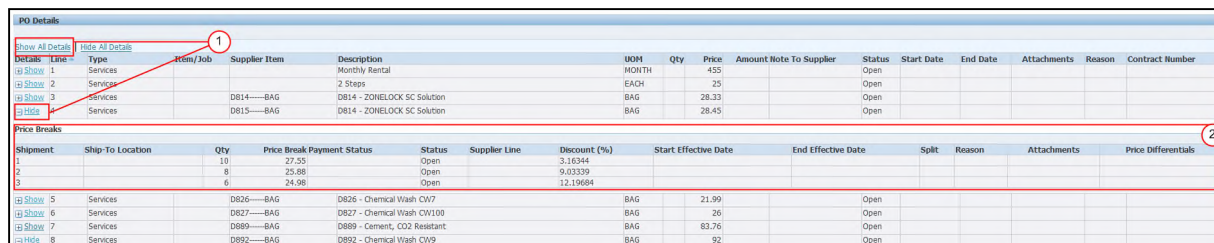
Shipment	Ship-To Location	Qty Ordered	Qty Received	Qty Invoiced	Amount Ordered	Amount Received	Amount Invoiced	Promised Date	Need-By Date	Payment Status	Status	Supplier Line Split Reason	Attachments
1		3	3	3	15.00	15.00	15.00	08-Nov-2013 10:07:18	10:07:18	Not Paid	Finally Closed		

- Click on the **Show All Details** hyperlink to view all line details or click on the **Show** hyperlink to view a specific line.
- The system will display details such as the **Ship-To- Location, Quantity, Amount, Promise Date, Need By Date**, etc. Verify the information provided is correct. For additional information, see [Exhibit 3.2 PO Details – Shipment Information](#).

4.2.2 PRICE BREAK INFORMATION – ONLY APPLICABLE TO GBPA OR BPA

Price breaks may be defined for each line. These may include discounts for quantity or discounts for term dates.

IMPORTANT: For a description on each fields displayed, see [Exhibit 3.3 PO Details – Price Break Information](#).



Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Note To Supplier	Status	Start Date	End Date	Attachments	Reason	Contract Number
1	Services			Monthly Rental	MONTH	455			Open					
2	Services			2 Steps	EACH	25			Open					
3	Services		DB14—BAG	DB14 - ZONELOCK SC Solution	BAG		28.33		Open					
	Services		DB14—BAG	DB14 - ZONELOCK SC Solution	BAG		28.45		Open					

Shipment	Ship-To Location	Qty	Price Break	Payment Status	Status	Supplier Line	Discount (%)	Start Effective Date	End Effective Date	Split	Reason	Attachments	Price Differentials
1		10	27.55		Open		3.16344						
2		8	25.68		Open		9.03339						
3		6	24.98		Open		12.19684						

- Click on the **Show All Details** hyperlink to view all line details or click on the **Show** hyperlink to view a specific line.
- The system will display the Price Break details, such as the **Ship-To- Location, Quantity, Price Break, Discount**, etc. Verify the information entered is correct. For additional information, see [Exhibit 3.3 PO Details – Price Break Information](#).

4.3 ELECTRONICALLY ACCEPT OR REJECT PURCHASING DOCUMENTS – ONLY APPLICABLE IF NOTIFICATION SUBJECT REQUIRES YOUR ACCEPTANCE

Once the Purchasing Document has been reviewed, the Supplier will proceed to acknowledge and accept or reject it before the due date.

By accepting the Purchasing Document, the Supplier is communicating that they have reviewed the Purchasing Document and accept the offer contained in the Purchasing Document, creating a binding agreement.

By rejecting the Purchasing Document, the Supplier is communicating that they believe that the Purchasing Document does not reflect the agreed upon quote. If there is a discrepancy between the final quote and the Purchasing Document; the Supplier can use a note to communicate this information to the buyer. The buyer will either revise the Purchasing Document or cancel it.

IMPORTANT: The rejection of a Purchasing Document is not a new negotiation, a rejection is only executed to correct a mistake made on the Purchasing Document regarding agreed terms and conditions.



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Purchase Orders | Agreements | Purchase History | Deliverables

Orders: Purchase Orders >

Standard Purchase Order: 21000024587, 0 (Total USD 2,907.00)

Currency=USD

Actions: Acknowledge (1) Go (1) Export

Order Information

General	Terms and Conditions	Summary
Supplier SUPPLIER TRAINING Supplier Site DOHA Address 101 MAIN ST DOHA, QATAR Buyer [REDACTED] Order Date 09-Jul-2012 17:07:45 Description PO - SCOPE OF WORK Status Acknowledgment Note to Supplier PLEASE REVIEW AND ACCEPT THIS PURCHASE ORDER IN THE ISUPPLIER PORTAL. YOU WILL RECEIVE REMAINDER UP TO COMPLETE THE ACTION Operating Unit Oil and Gas Corp Sourcing Document Supplier Order Number PURCHASING DOCUMENT TYPE PO PURCHASE ORDER MSA/CPA REFERENCE INCOTERM INCOTERM PLACE FREIGHT FORWARDER PORT OF ENTRY MODE OF TRANSPORTATION CLEARING AGENT PROPOSER – CONTRACT OWNER EFFECTIVE START DATE EFFECTIVE END DATE PHYSICAL LOCATION REVISION CATEGORY CONTRACT CONTRACT (NEW CONTRACT) COUNTRY OF ORIGIN CONTRACT CATEGORY	Payment Terms Net 30 Carrier FOB Freight Terms NO FREIGHT ALLOWED Shipping Control Ship-To Address Address 1280 PIER G AVE. LONG BEACH, CA 90802 Bill-To Address Address [REDACTED] PO BOX 1747 ADDISON, TX 75001-1747	Total 2,907.00 Received 0.00 Invoiced 0.00 Payment Status Not Paid

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job Item	Supplier	Description	UOM	Qty	Price	Amount	Note To Supplier	Status	Start Date	End Date	Attachments	Reason	ECN	B	SCHEDULE	EXPORT	EXPORT	CRITICALITY	HTS	Contract
1	Goods		Fisher 4" 8580 valve & actuator per quote 019E-DJ-110224-0045009/thums	EACH	1	2,907	2,907.00		Open													

Shipments

Shipment	Ship-To Location	Ordered Qty	Received Qty	Amount	Ordered	Received	Invoiced	Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
1	THM PIER G	1		2,907.00				09-Jul-2012 17:05:25	09-Jul-2012 17:05:25		Requires Acknowledgment			

Return to Orders: Purchase Orders

Actions: Acknowledge Go Export

(1) From the **Actions** dropdown menu, select the **Acknowledge** option. Then, click on the **Go** button. The following screen will appear.

Home | Orders | Shipments | Negotiations | Finance | Product | Admin

Purchase Orders | Agreements | Purchase History | Deliverables

Orders: Purchase Orders > View Order Details >


Standard Purchase Order: 21000024587, 0 (Total USD 2,907.00)

Currency=USD

Actions: Cancel (1) Reject Entire Order Accept Entire Order (2) Export

Order Information

General	Terms and Conditions	Related Information
Supplier SUPPLIER TRAINING Supplier Site DOHA Address 101 MAIN ST DOHA, QATAR Buyer [REDACTED] Order Date 09-Jul-2012 17:07:45	Payment Terms Net 30 Carrier FOB Freight Terms NO FREIGHT ALLOWED Shipping Control	Receipts Invoices Payments

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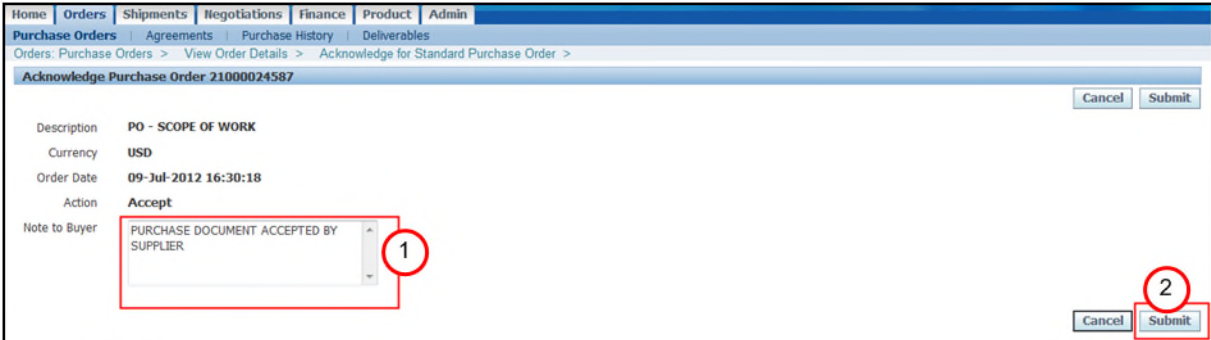
(1) As needed, click on the **Cancel** button to return to the previous **Purchasing Documents Details** screen.

IMPORTANT: The document status will remain the same. The Supplier will still have to accept or reject the Purchasing Document. Start the steps again to perform this process.

(2) Click on either the **Accept Entire Order** or **Reject Entire Order** button. The following screen will appear.

IMPORTANT:

- By accepting the Purchasing Document, the Supplier communicates that the Purchasing Document details are correct and accepts the offer contained in the Purchasing Document, creating a binding agreement.
- By rejecting the Purchasing Document, the Supplier communicates that the Purchasing Document details differ from the final agreed upon quote. The Supplier can indicate differences through a note. The buyer will either revise the Purchasing Document or will cancel it.

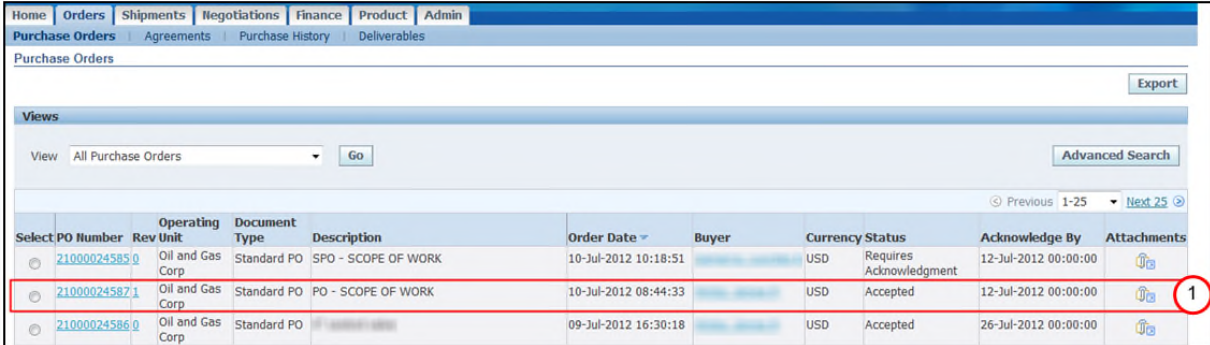


(1) Use the **Note to Buyer** field to communicate any issue to the buyer.

(2) Click on the **Submit** button, then a confirmation message will appear in the **PO Acknowledgement Confirmation** screen.



(1) Return to the main screen by clicking on the **Return to Purchase Order Summary** hyperlink

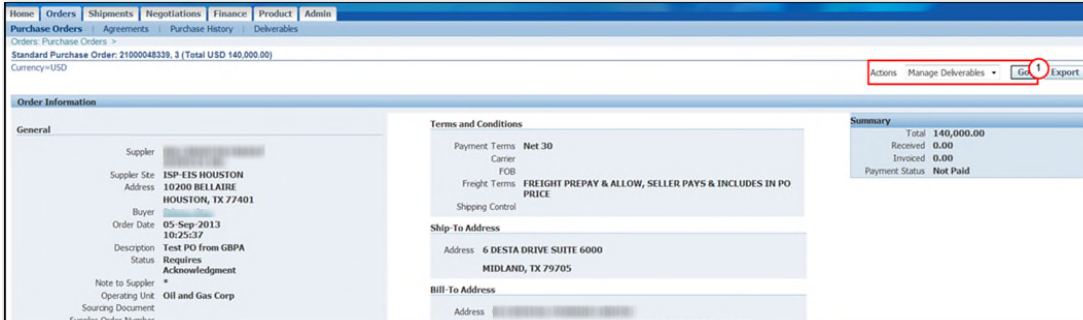


Select	PO Number	Rev	Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Status	Acknowledge By	Attachments
<input type="radio"/>	21000024585	0		Oil and Gas Corp	Standard PO	SPO - SCOPE OF WORK	10-Jul-2012 10:18:51		USD	Requires Acknowledgment	12-Jul-2012 00:00:00	
<input type="radio"/>	21000024587	1		Oil and Gas Corp	Standard PO	PO - SCOPE OF WORK	10-Jul-2012 08:44:33		USD	Accepted	12-Jul-2012 00:00:00	1
<input type="radio"/>	21000024586	0		Oil and Gas Corp	Standard PO		09-Jul-2012 16:30:18		USD	Accepted	26-Jul-2012 00:00:00	

(1) The Purchasing Document **Status** will have changed to **Accepted** or **Rejected** according to actions taken. The buyer will receive an automatic email notification with this information.

4.4 VIEW RELATED TRANSACTIONS TO PURCHASING DOCUMENTS

On the **Purchasing Document Details** screen, Suppliers can also access transaction documents related to the Purchasing Document such as receipts, invoices, payments, and shipments. From this screen Suppliers can also manage deliverables associated with the Purchasing Document.

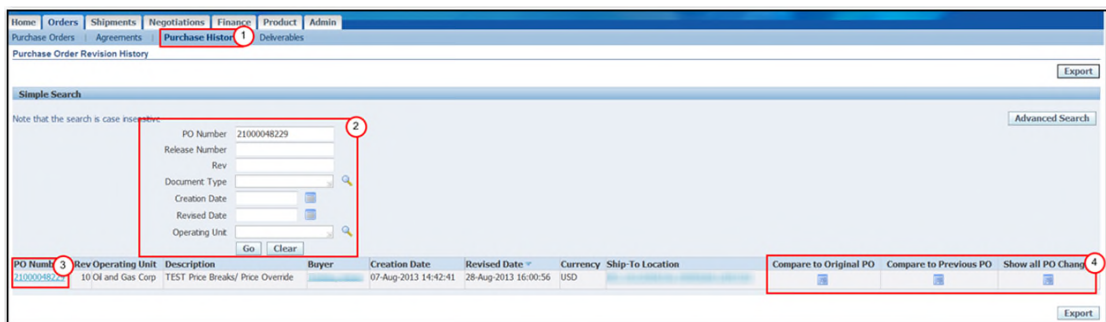


Order Information		Summary
General Supplier: [Redacted] Supplier Site: ISP-EIS HOUSTON Address: 10200 BELLAIRE HOUSTON, TX 77401 Buyer: [Redacted] Order Date: 05-Sep-2013 10:25:37 Description: Test PO from GBPA Status: Requires Acknowledgment Note to Supplier: * Operating Unit: Oil and Gas Corp Sourcing Document: Supplier Order Number:		Total: 1,400,000.00 Received: 0.00 Invoiced: 0.00 Payment Status: Not Paid
Terms and Conditions Payment Terms: Net 30 Carrier: FOB Freight Terms: FREIGHT PREPAY & ALLOW, SELLER PAYS & INCLUDES IN PO PRICE Shipping Control:		
Ship To Address Address: 6 DESTA DRIVE SUITE 6000 MIDLAND, TX 79705		
Bill To Address Address: [Redacted]		

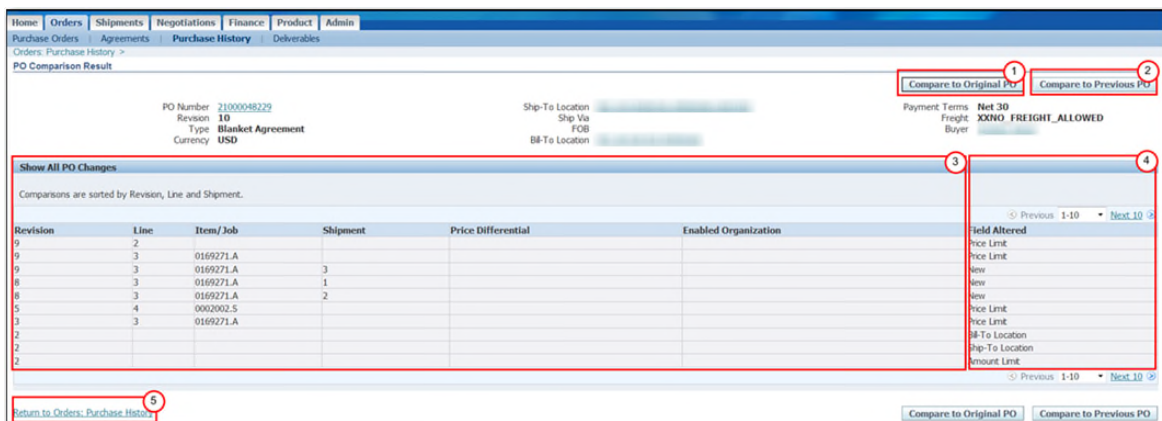
(1) From the Actions dropdown menu, select the applicable option: **Manage Deliverables**, **View Receipts**, **View Invoices**, **View Payments**, or **View Shipments** associated with the Purchasing Document. Then, click on the **Go** button. The system will display the requested information.

4.5 VIEW PURCHASING DOCUMENT HISTORY – REVISION DETAILS

The **Orders** tab allows Supplier to search for details regarding the revision history of a Purchasing Document, and the ability to compare the current Purchasing Document in place with the previous versions.



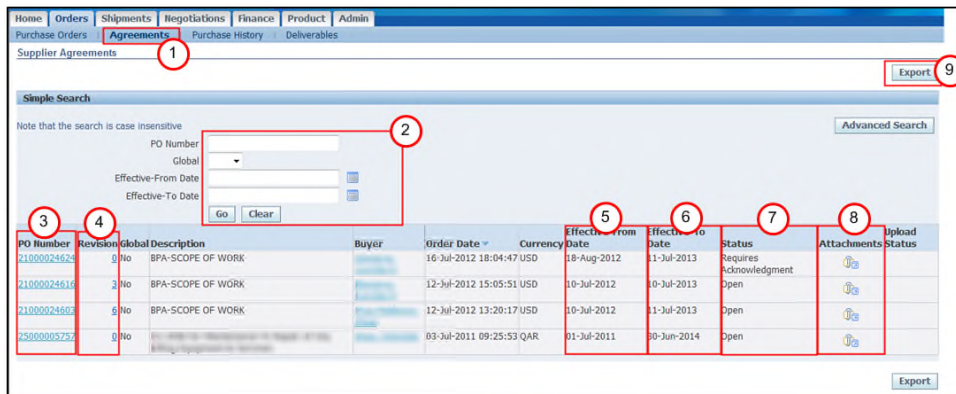
- (1) Click on the **Purchase History** hyperlink.
- (2) Populate the search criteria to narrow the search or leave it blank to search for all Purchasing Documents, then click on the **Go** button. The applicable Purchasing Documents will be displayed.
- (3) Optionally, click on the **PO number** hyperlink in the **PO Number** column to access the detailed information of the Purchasing Document.
- (4) Click on the appropriate icon in the **Compare** columns to view the version changes for the selected Purchasing Documents. Then, the **PO Comparison Results** screen will appear.



- (1) Compare the current Purchasing Document with the original version by clicking on the **Compare to Original PO** button.
- (2) Compare the Purchasing Document in place with the previous version by clicking on **Compare to Previous PO** button.
- (3) The **Show All PO Changes** section displays under which revision changes took place and in some cases which sections of the Purchasing Document the changes were made.
- (4) The **Field Altered** column displays the specific changes made to the Purchasing Document.
- (5) Click on the **Return to Order: Purchase History** hyperlink to return to the previous screen.

5 VIEW ORDERS RELATED TO SPECIFIC GBPA / GCPA

The **Orders** tab – **Agreement** Hyperlink allows Suppliers to access the Standard Purchase Orders related to a Global Blanket or Contract Purchase Agreement, or Blanket Release related to a Blanket Purchase Agreement.



PO Number	Revision	Global Description	Buyer	Order Date	Currency	Effective From Date	Effective To Date	Status	Attachments	Upload Status
21000024624	0 No	BPA-SCOPE OF WORK		16-Jul-2012 18:04:47	USD	18-Aug-2012	31-Jul-2013	Requires Acknowledgment		
21000024616	3 No	BPA-SCOPE OF WORK		12-Jul-2012 15:05:51	USD	10-Jul-2012	10-Jul-2013	Open		
21000024603	6 No	BPA-SCOPE OF WORK		12-Jul-2012 13:20:17	USD	10-Jul-2012	31-Jul-2013	Open		
25000005752	0 No			03-Jul-2011 09:25:53	QAR	01-Jul-2011	30-Jun-2014	Open		

- (1) Click on the **Agreements** hyperlink.
- (2) Populate the search criteria to narrow the search or leave it blank to search for all agreements, then click on the **Go** button. The applicable agreements (GBPA or GCPA or BPA) will be displayed.
- (3) The **PO Number** column shows the Purchasing Document number, as needed click on the **PO number** hyperlink. Then, the **Release** table will be displayed showing the releases (or Standard Purchase Orders as applicable) related to the Purchasing Document. Go to Step [5.1 Standard Purchase Orders Related To GBPA / GCPA Or Blanket Releases Related To BPA](#).
- (4) The **Revision** column displays the number of times that a Purchasing Document has been revised. As needed, click on the number hyperlink in the **Revision** column. Then, the **PO Comparison Results** screen will appear. For additional information, see section above ([4.5 View Purchasing Document History – Revision Details](#).)
- (5) The **Effective – From Date** column displays the date the agreement went in to effect.
- (6) The **Effective – To Date** column displays the date the agreement will expire.

NOTE: Actual contract expiration date is shown within the **PO Details** screen.

- (7) The **Status** column displays the Purchasing Document statuses. For additional information, see [Exhibit 6. PO Status](#).
- (8) In the **Attachments** column hover over, or click on the icon to see all of the documents attached to the Purchasing Document including the agreement. For additional information, see section [4. View Purchasing Documents Details](#).
- (9) Click on the **Export** button to export all the general information for the Purchasing Documents to an Excel document.

5.1 STANDARD PURCHASE ORDERS RELATED TO GBPA / GCPA OR BLANKET RELEASES RELATED TO BPA

Once clicked on the **PO number** hyperlink, then the **Release** table will be displayed showing the releases (or Standard Purchase Orders as applicable) related to a specific Purchasing Document.



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Orders: Agreements >

Global Blanket Agreement: 21000048489 Revision: 7

PO Number	21000048489	Approved Date	16-Sep-2013 13:59:27
Revision	7	Supplier	
Description	HSA-05-G0003-DABR-STIM AND FRAC-ODESSA-DABR-STIMULATION AND FRAC-ODESSA	Buyer	
Currency	USD	Status	
Amount Released	5,500.00	Effective Start Date	01-Nov-2012
Global	Yes		
Effective End Date	28-Sep-2014		

Releases

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
21000048489	0	Approved	16-Sep-2013 14:09:52	USD	500.00	
21000048489	0	Approved	10-Sep-2013 09:24:55	USD	5,000.00	

EXHIBIT

1. EXHIBIT – PURCHASE ORDER VIEW COLUMNS

Suppliers may access Purchase Orders under this view.



Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency Status	Acknowledge By Attachments
<input type="radio"/>	21000049927	7	Oil and Gas Corp	Global Blanket Agreement	B2B Testing - IP & MS.	16-Nov-2013 08:20:12		USD	Open
<input type="radio"/>	21000049067	0	Oil and Gas Corp	Standard PO	11000033387-Invoice# JBNEWUJLOAD202 - TEST	15-Nov-2013 07:29:30		USD	Finally Closed
<input type="radio"/>	21000049043	0	Oil and Gas Corp	Standard PO	11000033369-Invoice# ARTESTPODOC01 - Test	08-Nov-2013 15:47:22		USD	Finally Closed
<input type="radio"/>	21000049041	0	Oil and Gas Corp	Standard PO	11000033353-Invoice# PRICEB2B/GGGG - TEST CASE 17-GGGG B2B	07-Nov-2013 10:07:39		USD	Finally Closed
<input type="radio"/>	21000049040	0	Oil and Gas Corp	Standard PO	11000033352-Field Ticket# FTDRICETEST02 - test price break for field ticket	07-Nov-2013 09:57:38		USD	Finally Closed

(1) The screen defines the following columns:


- The **PO Number** column displays the Purchasing Document number. As needed click on the **PO number** hyperlink to access the Purchasing Document details.
- The **Rev** (Revision) column displays the Purchasing Document Revision number. If revisions have not been made to the Purchasing Document, it will display the number 0. As needed, click on the **Revision** number hyperlink to view the changes / updates that have been made to the Purchasing Document.
- The **Operating Unit** column displays the CRC Operating Unit that issued the Purchasing Document.
- The **Document Type** column displays the document type. See [Exhibit 4. Purchasing Document Type](#).

IMPORTANT: CRC arbitrarily assigns the applicable Document Types to contracts Depending on how to order and invoice against the Purchasing Document (Contracts, Purchase Orders, Services Orders, Master Agreements, etc.)

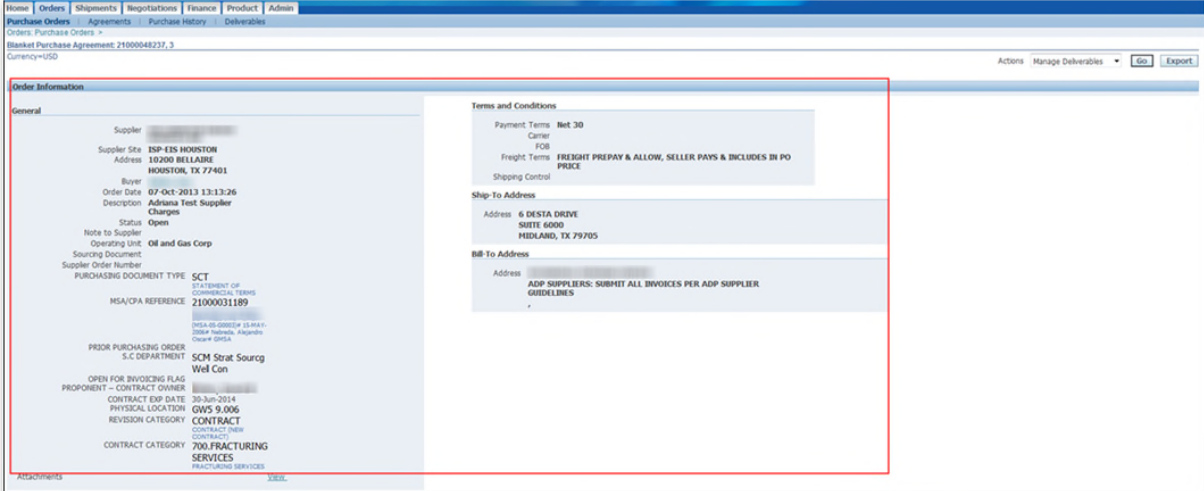
- The **Description** column displays the contract name according to the CRC internal conventions:
 - The Purchasing Document Type Acronyms (e.g. MSA – Master Service Agreement, CT – Statement Commercial Terms, PO – Purchase Order, SO – Service Order, etc.),
 - The Legacy Document Number if the Contract was created with the previous contract numbering system. E.g. (MSA 21-4323), (SCT 2013-34), etc.
 - The Scope of Work as stated in the Contract. E.g Gas Compressors for Project XX, Logging services for Permian Basin, etc.

NOTE: If the SPO was created to support an invoice created against a GBPA through Supplier Charges, the convention is INV Number XXXX.


- The **Order Date** column displays the date the Purchasing Document was issued.
- The **Buyer** column displays the name of the CRC buyer. As needed, click on the **Buyer's Name** hyperlink to view the buyer's contact information.
- The **Currency** column shows the currency used in the Purchasing Document.
- The **Status** column displays the Purchasing Document statuses, see [Exhibit 1.5 Purchase Order Status](#).
- The **Acknowledge By** column displays the due date the Supplier must accept or reject the Purchasing Document.
- The **Attachments** column displays which documents have attachments included with the Purchasing Document. Click on the **Attachments** icon to view the attachment. For additional information, see section [4.1 - View Purchasing Documents Details](#).

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2. EXHIBIT – PURCHASE ORDER – HEADER INFORMATION



Purchasing document Key Information	
Data	Description
Section General - Information shared across all Document types	
Supplier	The name of the Supplier.
Supplier Site	The Supplier Site issued for the Purchasing Document.
Address	The Supplier's physical address.
Buyer	The name of CRC's Supply Chain person responsible for the Purchasing Document on the Commercial side. Click on the full name hyperlink to access the contact information.
Order Date	The date the Purchasing document was issued.
Description	The description of the Purchasing Document.
Status	For a list of statuses along with the descriptions, see Exhibit 6 PO Status .
Note to Supplier	This will display any notes, instructions or comments provided by CRC to the Supplier.
Operating Unit	CRC's operating unit where the Purchasing Document was issued.
Sourcing Document	If applicable, the RFQ number will be displayed in this field.
Supplier Order Number	If provided by the Supplier, the Supplier Internal Order Number will be displayed.
Purchasing Document Type	For a list of purchasing document types, see Exhibit 4 Purchasing Document Type .
MSA/CPA Reference	If the Purchasing Document references a Master Agreement, the Global Contract Purchasing Agreement (GCPA) number that represents the Master Agreement will be displayed. To view the Master Agreement, use this number to search and access the Document.
Proponent – Contract Owner	The name of the Non Supply Chain Person who is also responsible for the Purchasing Document on the operational side.
Physical Location	CRC Internal Contract Filing Location
Revision Category	CRC internal revision type classification. (New Contract, Amendment, Update, etc.)
Contract Category	CRC internal service/material category classification.
Section General - Information specific for GBPA, GCPA, BPA	

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Purchasing document Key Information	
Data	Description
Contract Expiration	Actual contract expiration date.
Open For Invoicing Flag??	If system displays Yes , this allows Suppliers to continue submitting charges after the agreement is closed. If system displays No or is left blank, this means the agreement has been disabled from allowing Suppliers to submit charges after the agreement is close.
Section General - Information specific for SPO and BR	
Incoterm	If international commercial terms are applied to the agreement, it would be displayed in this field.
Incoterm Place	Name of the location.
Freight Forwarder	Supplier CRC uses (international) to deliver materials.
Port of Entry	Location by which materials may enter a country.
Mode of Transportation	Method for transporting materials.
Clearing Agent	Individual responsible for inspecting and clearing materials.
Effective Start Date	The date the document is signed.
Effective End Date	The date the document is scheduled to expire.
Country of Origin	Where the materials are coming from.
Section Terms and Conditions	
Payment Terms	Terms and conditions Supplier and CRC agreed to.
Carrier	Currently not in use.
FOB	Destination, Origin, In Transit Location
Freight Terms	Terms and conditions Supplier and CRC agreed to.
Shipping Controls	If shipping controls are applied to the agreement, it will be displayed under this field.
Section Ship-to Address	
Address	Location of CRC facility for shipping/delivery of goods or services. Purchasing Document lines can indicate different Ship-to-locations.
Section Bill-to Address	
Address	Instructions for submitting invoices. For paper invoices, this field will indicate the physical CRC address invoices must be mailed to. In the case of electronic invoices, this field will indicate which system the invoice should be submitted to (iSupplier Portal or ADP).

3. EXHIBIT – PO DETAILS

3.1 PO DETAILS – LINE INFORMATION

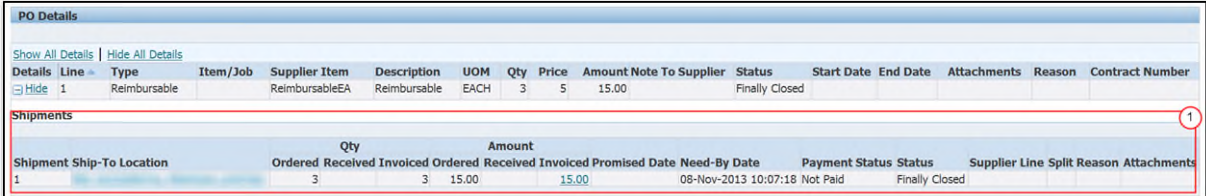
PO Details for Line Information displayed below:

PO Details														
Show All Details Hide All Details														
Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Note To Supplier	Status	Start Date	End Date	Attachments Reason	Contract Number
Show 1	Goods		test00-----EA	Sample Goods no Price Break	EACH	15				Open				
Show 2	Goods		test01-----EA	Sample with Price Break	EACH	10				Open				
Show 3	Services		test02-sample1-----HRS	Sample Services no Price Break	HOUR	30				Open				
Show 4	Services		test03-sample2-number4----	Sample Services with Price Break	HOUR	50				Open				
Show 5	3rd Party		test04-----EA	Sample	EACH	1				Open				
Show 6	Reimbursable		test05-----EA	Sample	EACH	1				Open				

Line Specific Information	
Columns	Description
Line Type	Might be listed as Goods, Services, and Price on Demand . For list of line types along with the description for each of the line types, see Exhibit 5 – Line Types .
Item/Job	CRC's internal item number.
Supplier Item	Supplier's internal item number.
Description	CRC's internal item description.
UOM	Unit of measure.
Qty	Agreed quantity ordered – Applicable to Releases or Standard Purchase Orders. Qty is not applicable to the following Line Type Items: Amount Based, Sales Tax, Tax Other, and Freight line types.
Price	Base price. This amount will not change.
Amount	Quantity ordered multiplied by the agreed price – Applicable to Blanket Releases or Standard Purchase Orders.
Note to Supplier	Note from CRC provided to Supplier.
Status	Status of the Line. Open, Closed, Finally Closed, etc.
Start Date	Date that PO line was open.
End Date	Date that PO line expired.
Attachments	Attachments related to the Purchasing Document lines with additional information
Reason	If a line is Closed or Finally Closed, a note is displayed to the Supplier providing reason.
Contract Number	Global Contract Purchase Agreement Number – Only Applicable to Standard Purchase Orders

3.2 PO DETAILS – SHIPMENT INFORMATION

PO Details for Shipment information displayed below:



- (1) Click on the **Expand All** hyperlink to display the **Shipment** table applicable to the lines. The table will include a line for each individual shipment requested.

Shipment Information	
Data	Description
Shipment	How many shipment lines were created within a PO Line.
Ship-To Location	Where material is being shipped.
Qty	Ordered (Quantity Ordered), Received (Quantity Received) or Invoiced (Quantity Invoiced)
Amount	Ordered (Amount Ordered), Received (Amount Received) or Invoiced (Amount Invoiced)
Promised Date	Vendor agrees to ship out material.
Need-By Date	When Buyer needs the material by.
Payment Status	Status of the payment.
Status	Status of the Line. Open, Closed, Finally Closed, etc.
Supplier Line	PO Line Number of the agreement.
Split	Line split by quantity, inventory or ship to location. Split is based on shipment lines.

3.3 PO DETAILS – PRICE BREAK INFORMATION


PO Details for Price Break information displayed below:

PO Details															
Show All Details Hide All Details															
Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Note To Supplier	Status	Start Date	End Date	Attachments	Reason	Contract Number
Show	1	Services			Monthly Rental	MONTH		455		Open					
Show	2	Services			2 Steps	EACH		25		Open					
Show	3	Services		DB14—BAG	DB14 - ZONELOCK SC Solution	BAG		28.33		Open					
Hide	4	Services		DB15—BAG	DB14 - ZONELOCK SC Solution	BAG		28.45		Open					

Price Breaks													
Shipment	Ship-To Location	Qty	Price Break	Payment Status	Status	Supplier Line	Discount (%)	Start Effective Date	End Effective Date	Split	Reason	Attachments	Price Differentials
		10	27.55		Open		3.16344						
		8	25.98		Open		9.03339						
		6	24.98		Open		12.19684						

(1) The **Price Breaks** table applicable to the lines will be displayed.


Price Break Information	
Data	Description
Shipment	How many shipment lines were created within a PO Line.
Ship-To Location	Where material is being shipped.
Qty	For a GBPA this would be the amount that needs to be ordered in order for the price break rate to take effect.
Price Break	The Price Break based on what was agreed in the GBPA.
Payment Status	Status of the payment.
Status	Status of the Line. Open, Closed, Finally Closed, etc.
Supplier Line	PO Line Number of the agreement.
Discount (%)	Percentage applied for a specific period based on the Price Break agreed in the GBPA.
Start Effective Date	Start of the price break discount.
End Effective Date	End of the price break discount.
Split	Line split by quantity, inventory or ship to location. Split is based on shipment lines.
Reason	If a line is Closed or Finally Closed, a note is displayed to the Supplier providing reason.
Attachments	If attachments included at Shipment line level, it will be displayed in this column.

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4. EXHIBIT – PURCHASING DOCUMENT TYPES

There are 5 different Purchasing Document types. Each Purchasing Document has a specific purpose and usage, as described below.

Purchasing Document Types	Description
Global Contract Purchase Agreement (GCPA)	<ul style="list-style-type: none"> Used to specify terms and conditions under which goods and/or services will be purchased without indicating the specific goods and/or services that will be purchased. They could be set to be transactional across several CRC Companies (Qatar, Colombia, etc.). To place the actual order that defines items, quantities, prices, etc., CRC has to issue Standard Purchase Orders against it. The GCPA reference number can be viewed in the SPO lines. In the case of Master Agreements, they are also represented as GCPA but they are not transactional, CRC cannot issue Standard Purchase Orders against them.
Global Blanket Purchase Agreement (GBPA)	<ul style="list-style-type: none"> Used for purchasing materials or services when the description of the goods and/or services are known but the delivery schedule of the goods and/or services is unknown. Global Blanket Agreements specify negotiated prices (Price Books) before the items are actually purchased and for a set period of time. They could be set to be transactional across several CRC Companies (Qatar, Colombia, etc.). To place the actual order, CRC has to issue Standard Purchase Orders against the specific GBPA. The GBPA reference number can be viewed in the SPO lines. Alternatively, if allowed, Supplier could also create Supplier Charges (invoices/field tickets) against GBPAs through the iSupplier Portal. The system will programmatically create a SPO against the GBPA to support the transaction.
Standard Purchase Order (SPO)	<ul style="list-style-type: none"> Used for one-time purchases of materials or services when the description of the goods/services, pricing, quantities and delivery schedule are known. As indicated above, the SPO lines may reference to a Global Blanket or Contract Purchasing Agreement if applicable.
Blanket Purchase Agreement (BPA)	<ul style="list-style-type: none"> Used for purchasing materials or services when the description of the goods and/or services are known but the delivery schedule of the goods and/or services is unknown. Blanket Agreements specify negotiated prices before the items are actually purchased and for a set period of time. They are only transactional by one specific CRC Company (Qatar, Colombia, etc.). To place the actual order, CRC will issue a blanket release against the specific BPA. The Blanket Release Number is the BPA number – Release Number (i.e. 21000032133-4, etc.).
Blanket Release (BR)	<ul style="list-style-type: none"> Used for one-time purchases of materials or services against a specific BPA when quantities and delivery schedules are known.

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5. EXHIBIT – LINE TYPES

There are 8 PO Line Types that might be listed in the Pricebook of an agreement. According to the PO Line Type applicable to each line item in the Pricebook, the system displays this information. Each PO line type has a specific purpose and usage, as described below.

Type	Description
Goods	Material charges that should be within the scope of work of the Agreement. Unit of measure and base rate are populated per Pricebook information.
Services	Service charges that are within the scope of work of the Agreement. Unit of measure and base rate are populated per Pricebook information.
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.
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.
3rd Party	Services or Materials provided by a 3rd party (subcontractor) to be invoiced based on the 3rd party invoice value.
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.
Sales Tax	A tax added to Services or Materials.
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 may or may not be included in the Pricebook.

6. EXHIBIT – PO STATUS

There are 8 Purchase Order statuses. The table below displays the different PO Statuses:

Purchasing Documents Statuses	Description
Open	The Purchasing document is valid and still open for receipt.
Requires Acknowledgment	The Supplier must acknowledge the Purchasing Document. The Purchasing Document is valid and open for receipt.
Accepted	The Purchasing Document is valid, open for receipt, has been acknowledged and accepted by the Supplier.
Frozen	The Purchasing Document is on Hold for some reason. Contact the Buyer who issued the Purchasing Document for further information.
Closed	The Purchasing Document is complete and is still available for invoicing.
Finally Closed	The Purchasing Document is complete and is no longer available for invoicing.
Cancelled	The Purchasing Document has been cancelled and is no longer needed.
Buyer Change Pending	The Purchasing Document is being revised by CRC. After the new revisions are complete, the document will be given a new revision number documenting the changes

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