



## **Vendor Invoice submission standard**

The purpose of this standard is to help your organization do business with Santos

### **IN THIS STANDARD**

What to expect when providing services or goods to Santos via a Purchase Order

What to do when you've completed your services or delivered your goods

How to avoid invoice rejection or a delay in payment

Following the standards in this Vendor Information Pack will assist in on-time payment of invoices

# How to avoid invoice rejection or delay in payment

## Invoice Header / Summary Page Requirements

To prevent the rejection of the invoice, please ensure that the following information is included and accurate:



- Purchase order number
- Unique invoice number and invoice date
- Currency applicable for invoice
- Invoice Address & Santos Entity as per the Santos Purchase Order
- ABN/Company Number, Company Name, Company Address, Email Address & Bank Payment details
- The following invoice line attributes **must** match the Purchase Order / External Service Numbers (ESN) specified in the contract:
  - All Invoiced lines must reference the Purchase Order line
  - Unit of Measure (e.g., hours, days, each, etc.)
  - Unit Price & Quantity of Goods/Service
  - Description
  - Santos Part Number/ESN
  - Sales and Use Tax
- If Sales and Use Tax is charged, the correct calculation should be applied, verified, and displayed.

*Payment due date will be calculated from the date the invoice is received and not the invoice date*

What to do if the price/quantity of an invoice line varies to the purchase order:



- Goods Purchase Order: Price & Quantity must match Purchase Order prior to supply to avoid invoice rejection. If you require an amendment, please contact Procurement Contact as specified on the Purchase Order.
- Services Purchase Order: Can often have tolerances enabling over receipts. Please contact the Requestor if unsure, as specified on the Purchase Order, and avoid invoice being placed on hold.

### Sending the invoice:



- File format must be a single PDF or Excel attachment to the email.
- Supporting documentation to be included within the same attachment as the invoice.
- Only one invoice per attachment
- Multiple invoices can be sent in a single email but must be separate attachments
- Invoices must be submitted to the accounts payable address stated on the purchase order.
- If you submit an invoice and need to cancel or revise it, notify respective accounts payable address with invoice details to enable our team to cancel the invoice. **Do not Recall the email** message as this does not cancel the invoice submission.
- Invoices must be submitted no later than 45 days after the work has been completed or goods delivered.
- Send invoices only once (unless asked to re-send)
- Include your email address for Santos Accounts Payable to send a remittance advice.

### Additional considerations



- Each invoice must be supported by full documentary evidence including, where appropriate, certified time sheets, field tickets, delivery notes and material receipts and full details of expenses claimed to accounts payable address stated on the purchase order.
- Invoice status/payment inquiries can be sent to the accounts payable address stated on the purchase order.
- Field tickets are to be signed by a Santos authorized approver and attached as backup to the invoice. A signed field ticket or rig stamp is required before leaving location.
- Santos NA (19-12) Pty Ltd (STO) is required to submit all relevant taxes to Australian and Timor-Leste governments. As a result, invoices for service orders must also comply with **Invoicing Guidelines – Bayu Undan Services**.

*For all inquiries relating to purchase orders, providing services or delivering goods, please contact your local company contact as detailed on the purchase order.*

### KEY CONTACTS

**Santos Australia**  
[accounts.payable@santos.com](mailto:accounts.payable@santos.com)

**Santos PNG**  
[einvoice-png@santos.com](mailto:einvoice-png@santos.com)

**Oi Search Alaska**  
[usa.invoices@santos.com](mailto:usa.invoices@santos.com)

## Good Invoice Example

### A Company

1 Main Street, City SA 5000  
Email: Acompany@company.com

Company name, address, email

### Tax Invoice

Clearly identify that the document is an Invoice

### A Company

ABN 12 123 123 123

Registered Company number

Tax Invoice: 12345

Unique Invoice number

Invoice to: Santos Ltd  
GPO Box 2455  
Adelaide SA 5000

Santos entity as per PO

Invoice address as per Purchase Order

Purchase Order: 4500012345

Santos Purchase Order number

Date: 01/02/2023

Invoice Date

PO Line	Part Number	Description	Invoice Quantity	UOM	Price/UOM	Sub total	GST Amount	Total
10	42014429	BTTRY:SINOPOLY LI BATTERIES, 3.2V,300AH	7	EA	774.00	5,418.00	541.80	5,959.80
PO Line	Santos Part Number	Description	Quantity	UoM as per PO	Price		Sales Tax	
Terms of payment: 30 days End of Month							GST Sub Total – 10% (AUD)	541.80
							Freight (AUD)	0.00
							Total incl GST (AUD)	5,959.80

Banking Details: ABC Bank – BSB: 000-123 Account: 12345678

Bank Payment Details

Currency

## Service Invoice Example

### A Company

1 Main Street, City SA 5000  
Email: Acompany@company.com

Company name, address, email

### Tax Invoice

Clearly identify that the document is an invoice

### A Company

ABN 12 123 123 123

Registered Company number

Tax Invoice: 12345

Unique Invoice number

#### Invoice to:

Santos Ltd  
GPO Box 2455  
Adelaide SA 5000

Santos entity as per PO

Invoice address as per Purchase Order

Purchase Order: 4800012345

Santos Purchase Order number

Period End: 31 July 2023

Invoice Date

Date: 01/02/2023

Line	Short Text	Name	Date/Period	UOM	Rate/UOM	Qty	Sub Total	GST	Total
10	Labour		31/07/2023				\$ 19,435.00	\$ 1,943.50	\$ 21,378.50
	ESN Project Manager	John Lennon	9/07/2023	Day	\$ 1,500.00	5.0	\$ 7,500.00		
	ESN Project Manager	John Lennon	16/07/2023	Day	\$ 1,500.00	4.0	\$ 6,000.00		
	ESN Administration Support	Lynda Carter	16/07/2023	Hour	\$ 70.00	10.0	\$ 700.00		
	ESN Administration Support	Lynda Carter	23/07/2023	Hour	\$ 70.00	8.0	\$ 560.00		
	ESN Operator	George Harrison	9/07/2023	Hour	\$ 85.00	30.0	\$ 2,550.00		
	ESN Operator	George Harrison	23/07/2023	Hour	\$ 85.00	25.0	\$ 2,125.00		
20	Equipment and Materials		31/07/2023				\$ 630.00	\$ 63.00	\$ 693.00
	ESN Container		9/07/2023	Day	\$ 30.00	7.0	\$ 210.00		
	ESN Container		16/07/2023	Day	\$ 30.00	7.0	\$ 210.00		
	ESN Container		23/07/2023	Day	\$ 30.00	7.0	\$ 210.00		
Terms of Payment: 30 days End of Month							Total excl GST (AUD)	\$	20,065.00
							GST - 10% (AUD)	\$	2,006.50
							Total incl GST (AUD)	\$	22,071.50

Total value per PO Line

ESN:  
Santos External  
Service Number

Banking Details: ABC Bank – BSB: 000-123 Account: 12345678

Bank Payment Details

Currency