Santos

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 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

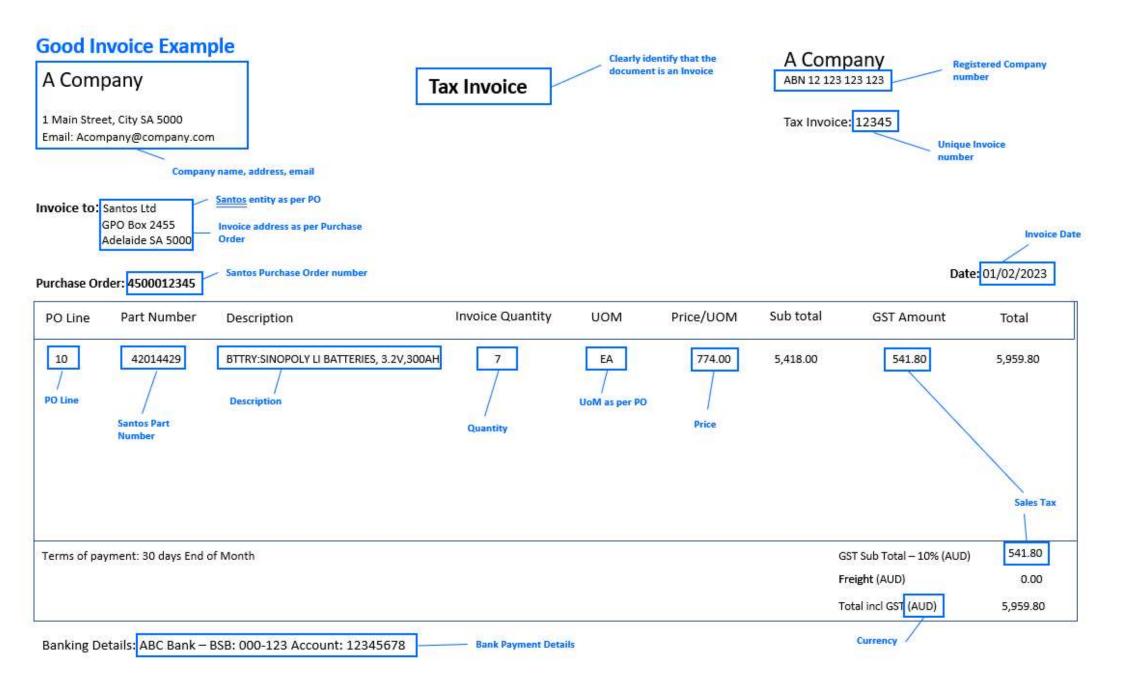
accounts.payable@santos.com

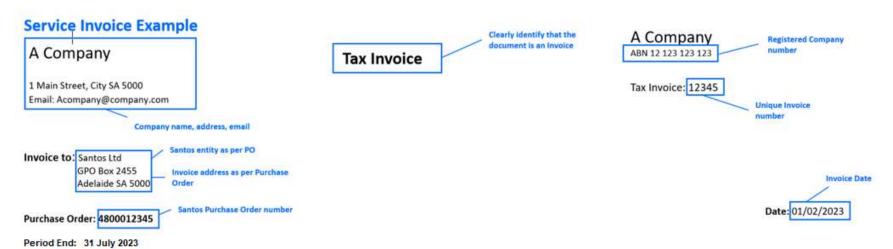
Santos PNG

einvoice-png@santos.com

Oi Search Alaska

usa.invoices@santos.com;





ESN: Santos External Service Number

Line		Short Text	Name	Date/Period	UOM	R	ate/UOM	Qty	8	Sub Total		GST	Total
10	Labour			31/07/2023					\$	19,435.00	Ş	1,943.50	\$ 21,378.50
	ESN	Project Manager	John Lennon	9/07/2023	Day	\$	1,500.00	5.0	\$	7,500.00	1000	STOCKED BUILDING	
	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	Equipme	nt and Materials		31/07/2023					\$	630.00	\$	63.00	\$ 693.0
	ESN	Container		9/07/2023	Day	\$	30.00	7.0	\$	210.00	10000		
	ESN	Container		16/07/2023	Day	\$	30.00	7.0	\$	210.00			
	ESN	Container		23/07/2023	Day	\$	30.00	7.0	\$	210.00			
erms of	rms of Payment: 30 days End of Month								Total excl GST (AUD)				\$ 20,065.
GST -						- 10% (AUD)			\$ 2,006.5				
									Total incl GST (AUD)				\$ 22,071.

Total value per PO Line

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

Bank Payment Details