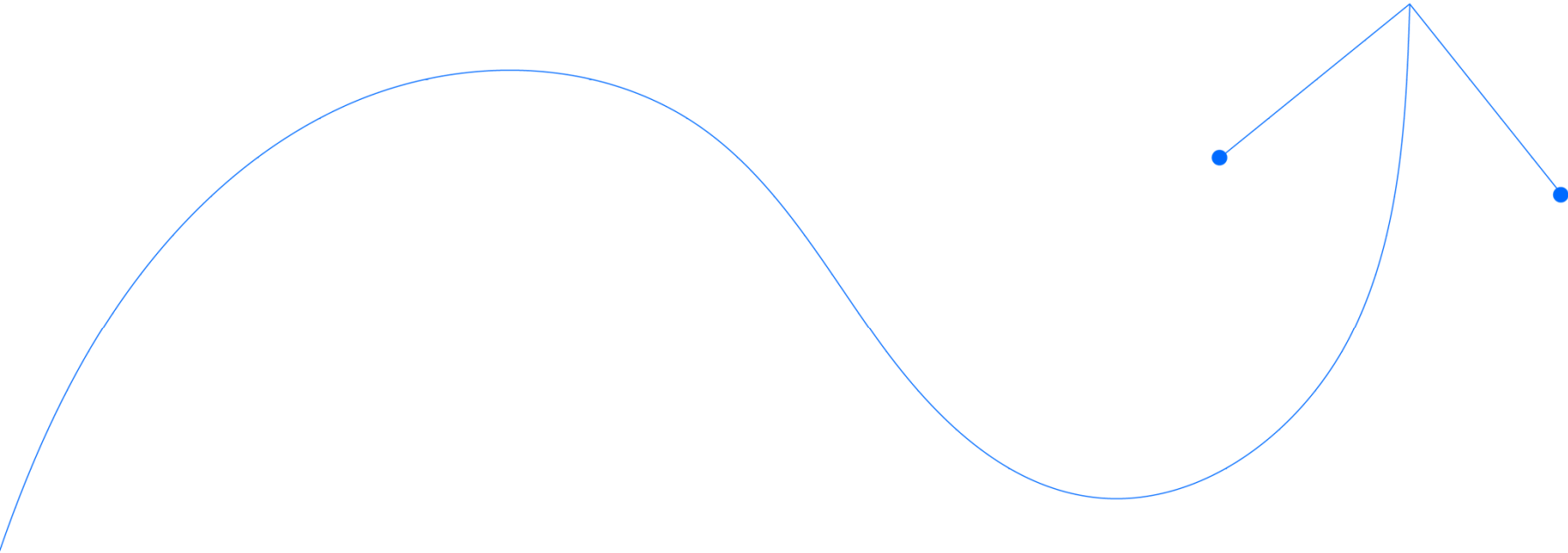


Santos

**VENDOR INVOICE SUBMISSION
STANDARD**



Purpose and Overview

Santos

Document Purpose

The Purpose of this Standard is to ensure all suppliers to Santos invoice in a manner that best facilitates accurate and prompt payment.

Document Overview

The following document contains several sections, linked below for ease of use.

General Requirements & Key Contacts contains generic rules regarding the input and sending of an invoice, as well as where to send your invoices, and support contacts.

The **Submission Requirements** pages contain examples of compliant invoices, a list of the information and attributes required to meet the minimum, and ideal requirements, as well as any other specifics as required.

1. [General Requirements & Key Contacts](#)
2. [Submission Requirements for “Materials”](#)
3. [Submission Requirements for “Services”](#)
4. [Submission Requirements for “Planned Services”](#)

General Requirements and Key Support Contacts

Santos

General Requirements

1. 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.
2. Invoice status/payment inquiries can be sent to the accounts payable address stated on the purchase order.
3. Field tickets are to be signed by a Santos authorised approver and attached as backup to the invoice. A signed field ticket or rig stamp is required before leaving location.
4. Payment due date will be calculated from the date the invoice is received and not the invoice date.
5. 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**.

Sending Requirements

1. File format must be a single PDF or Excel attachment to the email.
2. Supporting documentation to be included within the same attachment as the invoice.
3. One invoice per attachment
4. Multiple invoices can be sent in a single email but must separate attachments
5. Invoices must be submitted to the accounts payable_address stated on the purchase order.
6. 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** as this does not cancel the invoice submission.
7. Invoices must be submitted no later than 45 days after the work has been completed or goods delivered.
8. Send invoices only once (unless asked to re-send)
9. Include your email address for Santos Accounts Payable to send a remittance advice

Where to send your invoices

- Santos Australia – accounts.payable@santos.com
- Santos PNG - einvoice-png@santos.com
- OilSearch Alaska - usa.invoices@santos.com

Invoice Support Contacts

- Santos Australia - accounts.payable@santos.com
- Santos PNG - pngacpay@santos.com
- OilSearch Alaska - usa.invoices@santos.com



Submission Requirements for “Materials”

Santos

Invoice Submission Information & Attributes

Please ensure the following information is included in all invoices

1. ABN/Company Number, Company Name, Company Address, Email Address
2. Clearly Identify that the document is an invoice
3. Unique invoice number and invoice date
4. Invoice Address & Santos Entity as per the Santos Purchase Order
5. Santos Purchase order number
6. All Invoiced lines must reference the Purchase Order line
7. Santos Part Number
8. Description
9. Quantity of Goods/Service
10. Unit of Measure (e.g., hours, days, each, etc.)
11. Unit Price
12. Sales and Use Tax (If Sales and Use Tax is charged, the correct calculation should be applied, verified, and displayed)
13. Banking details
14. Currency applicable for invoice

NOTE: For Materials Purchase Orders - Price & Quantity must match Purchase Order prior to supply to avoid invoice rejection. If you require an amendment, please contact the Procurement Contact as specified on the Purchase Order.

TAX INVOICE

A Company

1 George St, Brisbane QLD 4000
 Email: Acompany@company.com
 ABN 42 412 110 010

Invoice No: 001875463

Date: 26/11/2023

Invoice To: Santos Ltd
 GPO Box 1247
 Adelaide, SA 5001

Purchase Order: 4500012345

PO Line	Santos Part Number	Description	Qty	UOM	Unit Price	Sub Total	GST	Total
1	41105720	PARTS KIT, VALVE, MAIN VALVE, 2IN X 3IN TYPE 223/233	2	KIT	\$249.95	\$499.90	\$49.99	\$549.89
2	41213408	BEARING, PEDESTAL EXPANSION. 3-7/16IN. ARIEL COMPRESSOR	1	EA	\$72.40	\$72.40	\$7.24	\$79.64
3	41103603	NIPPLE, PIPE. 3/4IN NPS. STAINLESS STEEL ASTM 316 MAT. 3000PSI RATING	10	EA	\$8.70	\$87.00	\$8.70	\$95.70
Payment Terms: 30 days End of Month							GST Sub Total - 10%	\$65.93
Banking Details: Account Name: A Company BSB: 000 789 Account: 0963 8524							Freight (AUD)	\$0.00
							Total Incl GST (AUD)	\$725.23



Submission Requirements for “Services”

Santos

Invoice Submission Information & Attributes

Please ensure the following information is included in all invoices

1. ABN/Company Number, Company Name, Company Address, Email Address
2. Clearly Identify that the document is an invoice
3. Unique invoice number and invoice date
4. Invoice Address & Santos Entity as per the Santos Purchase Order
5. Santos Purchase order number
6. All Invoiced lines must reference the Purchase Order line
7. ESN (If Applicable)
8. Description
9. Quantity of Goods/Service
10. Unit of Measure (e.g., hours, days, each, etc.)
11. Service Rate
12. Sales and Use Tax (If Sales and Use Tax is charged, the correct calculation should be applied, verified, and displayed)
13. Banking details
14. Currency applicable for invoice

NOTE: For Services Purchase Orders: Service Purchase Orders 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

1 **A Company**

1 George St, Brisbane QLD 4000
Email: Acompany@company.com
ABN 42 412 110 010

2 **TAX INVOICE**

3 Invoice No: 0019173584

Date: 30/11/2023

Invoice To: **4** Santos Ltd
GPO Box 1247
Adelaide, SA 5001

5 Purchase Order: 4800098765

PO Line	ESN	Service Description	Date/Period	Qty	UOM	Rate	Sub Total	GST	Total
6 1	7 05945-0010-00010	8 Engineering Support	30/11/2023	9 1	10 MON	11 \$35,000.00	\$39,837.00	\$3,983.70	\$43,820.70
	05945-0010-00130	Telescope Rental	16/11/2023	4	DAY	\$378.00	\$1,512.00		
	05945-0020-00270	Machine Operator	16/11/2023	38	HOUR	\$87.50	\$3,325.00		
2	05945-0010-00160	Administration Support	30/11/2023	23	DAY	\$320.00	\$42,760.00	\$4,276.00	\$47,036.00
	05945-0010-00050	Project Manager	30/11/2023	1	MON	\$31,500.00	\$31,500.00		
	05945-0020-00180	Standby Charges	18/11/2023	3	DAY	\$1,300.00	\$3,900.00		
Payment Terms: 30 days End of Month							GST Sub Total - 10%		12 \$8,259.70
13 Banking Details Account Name: A Company BSB: 000 789 Account: 0963 8524							Total Incl GST 14 (AUD)		\$90,856.70



Submission Requirements for “Planned Services”

Santos

Invoice Submission Information & Attributes

Please ensure the following information is included in all invoices

1. ABN/Company Number, Company Name, Company Address, Email Address
2. Clearly Identify that the document is an invoice
3. Unique invoice number and invoice date
4. Invoice Address & Santos Entity as per the Santos Purchase Order
5. Santos Purchase order number
6. All Invoiced lines must reference the Purchase Order line
7. Planned service line
8. Description
9. Quantity of Goods/Service
10. Unit of Measure (e.g., hours, days, each, etc.)
11. Unit Price
12. Sales and Use Tax (If Sales and Use Tax is charged, the correct calculation should be applied, verified, and displayed)
13. Banking details
14. Currency applicable for invoice

TAX INVOICE

A Company

1 George St, Brisbane QLD 4000
Email: Acompany@company.com
ABN 42 412 110 010

Invoice No: 0017413695

Date: 29/10/2023

Invoice To: Santos Ltd
GPO Box 1247
Adelaide, SA 5001

Purchase Order: 4800046827

PO Line	Planned Service Line	Service Description	Qty	UOM	Rate	Sub Total	GST	Total
1	10	SUPERVISOR CAMPAIGN MAINTENANCE	76	EA	\$153.68	\$11,679.68	\$1,167.97	\$12,847.65
	20	ADMINISTRATION OFFSITE	20	EA	\$100.00	\$2,000.00	\$200.00	\$2,200.00
	30	ICE ENGINEERING	1	EA	\$378.00	\$378.00	\$37.80	\$415.80
	40	MAX CRANES	5	DAY	\$87.50	\$437.50	\$43.75	\$481.25
	50	5501431 SERVICE TRAILER	21	DAY	\$190.00	\$3,990.00	\$399.00	\$4,389.00
	60	SUPERVISOR ONSITE	240.5	HOUR	\$167.00	\$40,163.50	\$4,016.35	\$44,179.85
	70	TECHNICIAN - SERVICE (DISCOUNTED)	960	HOUR	\$128.00	\$122,880.00	\$12,288.00	\$135,168.00
Payment Terms: 30 days End of Month						GST Sub Total - 10%		\$18,152.87
Banking Details Account Name: A Company						Total Incl GST (AUD)		\$199,681.55
BSB: 000 789								
Account: 0963 8524								



Santos