

Administration Requirements: Invoice Management

Rev.	Change no.	Date	Reviewed by	Approved by	Status
01	500000417500	2017-06-15	FLATINO	SKARPMK	Released Version

Effective date: June 19, 2017

Process owner: Senior Manager - Integration, Global Master Data, Finance

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1 Introduction

It is **TechnipFMC's** intention that, in the implementation and administration of the **PO/Agreement**, **Supplier** shall utilize its own methods and procedures. However, to achieve the proper level of quality and safety for the **Work**, **TechnipFMC** has specified certain mandatory requirements as detailed in these Administration Requirements.

If a specific requirement, stated in this document, by nature, is not relevant for the **Work** performed by **Supplier**, **Supplier** is exempt from adherence to such requirement without further acceptance from **TechnipFMC**.

2 Definitions

Refer to PRD-0000030203, Global Purchasing Terms for Goods and Services, for definitions used in this document.

Exception within this document, the terminology:

- ▶ **FMCTI**, referring to legacy FMC Technologies entities, is hereafter named **TechnipFMC**.

3 Purpose

This document provides the general requirements for **Supplier** invoicing to **TechnipFMC**, and enables invoices to be processed per contractual payment terms.

While **TechnipFMC** is working to consolidate all invoicing requirements into this document, **Supplier** shall work in accordance with previously known requirements. Such requirements can be identified in **PO** versions dated earlier than June 16, 2017, from the relevant **TechnipFMC** locations.

4 Invoicing

4.1 Submission

Unless explicitly stated in the **PO/Agreement**, **Supplier** shall submit any invoice to **TechnipFMC** electronically, to the email address specified in the **PO** or otherwise made available in writing by **TechnipFMC**'s Commercial Point of Contact, the Buyer.

Once an invoice submission method is established, this method shall not be deviated from without prior agreement from **TechnipFMC**. If in doubt of submission method, **Supplier** shall request clarification from the Commercial Point of Contact, prior to submitting the invoice.

Before processing payments, **TechnipFMC** may request clarification, authentication or additional documentation in relation to any invoice, and **Supplier** shall promptly comply with any such request.

In the event an invoice is submitted more than once, **Supplier** may expect delayed payment.

4.2 Content

Supplier's invoices to **TechnipFMC** must, as a minimum, include:

1. The relevant **TechnipFMC** legal entity name and address (bill/invoice to).
Note: "FMC Technologies" is still contained in the legal entity name for many entities.
2. A single cost code, such as a **PO**, Internal Order, Cost Centre, Project, etc.
Note: If **PO**, reference the **PO** line, part number, and quantity and unit price, neither of which may exceed PO amounts.
3. Name and contact information of relevant contact at **TechnipFMC** (the requestor).
4. Unique invoice number.
5. Invoice date.
6. Amount excluding tax.
7. Tax amount.
8. Total amount to pay.
9. Currency.
10. **Supplier**'s legal entity name and address.
11. Tax reference if applicable (e.g. VAT registration number).
12. Bank details (bank name, address, account number, and relevant international codes).
13. Clear description of the **Work** being invoiced, such as the specific progress/milestone.
14. Legible print, i.e. no italic font or shaded areas.

Invoices to **TechnipFMC** that do not meet the requirements stated in this document will be rejected. A new invoice that meets requirements, with a new unique invoice number, and revised date, must be submitted.

4.3 File format

Unless otherwise agreed, **Supplier**'s electronic invoices must meet the following criteria:

1. Invoices must be in PDF or TIF file format.
2. Only one invoice per file.
 - ▶ Attachments or supporting documentation must be included in the same file.
 - ▶ The invoice itself must be page 1, with supporting documents thereafter.
3. A single email may contain multiple invoices.
4. Each email must not exceed total size of 15 MB.

5 Location specific

In the next revision of this document, this section will expand to address location specific requirements.