PURCHASE ADMINISTRATIVE REQUIREMENTS - INVOICE MANAGEMENT

0	MAR 23	MAR 23	THIS REPLACES GSD-21-0011	SUBJECT EXPERT D. ENTRENA	PROCESS RESPONSIBLE D. ENTRENA	QUALITY S. KARTHIKEYAN	GLOBAL PROCESS OWNER S.WILSON
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			DOCUMENT REVISIONS				

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Change Log:

- The document number has been changed from PRD-0000035688 to GSD-21-0011 to GGL-21-0045.
- Section 4.2 and 4.3: updated new sections to clarify supplier invoice instructions and requirements, and file format

The changes from the previous revision are indicated by red font.

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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**.

This document shall provide the general minimum requirements for **Supplier** invoicing to **TechnipFMC** and enables invoices to be processed per contractual payment terms. It is applicable to all Supplier invoicing to TechnipFMC.

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 March 1, 2023, from the relevant **TechnipFMC** locations.

2 Reference documents

Doc. number	Title
GTF-GPS-COR-15014-01	General Terms & Conditions for Goods & Ancillary Services

3 Definitions and abbreviations

Refer to GTF-GPS-COR-15014-01, TechnipFMC's General Terms & Conditions for Goods & Ancillary Services, for definitions used in this document.

4 Procedure

4.1 Invoice 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.

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4.2 Supplier Invoice Instructions And Requirements

Supplier's invoices to **TechnipFMC** must at a minimum include the following:

1. The relevant **TechnipFMC** legal entity name and address (bill/ invoice to) Note: "FMC Technologies" is still contained in the legal entity name for some entities.
2. **PO** number or single cost code, such as Internal Order, Cost Centre, Project Number, etc.
3. **PO** number is required and must be clearly displayed on Supplier's invoice to process payment.
   Note: reference the **PO** line, part number, and quantity and unit price, neither of which may exceed PO amounts.
4. Invoices not displaying a PO number but should have a PO number will be returned to Supplier.
   Note: If an invoice is returned, **Supplier has exactly 60 days, from date of rejection, to resubmit a compliant invoice,** else invoice will be deleted automatically from **TechnipFMC** systems.
5. Full Name and contact information of relevant contact at **TechnipFMC** (the requestor).
6. Unique invoice number (Invoices must have a unique invoice number and must not be duplicated). Any invoice with a duplicate invoice number will be rejected and deleted automatically by **TechnipFMC**.
7. Invoice date.
8. Amount excluding tax.
9. Tax amount.
10. Total amount to pay.
11. Currency (Invoices must be invoiced in the Purchase Order currency).
12. **Supplier**'s legal entity name and address.
13. Tax reference if applicable (e.g., VAT registration number).
14. Bank details (bank name, address, account number, and relevant international codes).
15. Clear description of the **Work** being invoiced, such as the specific progress/milestone.
16. Legible print, i.e., no italic font or shaded areas.
17. Invoices must be generated on Supplier Accounting billing/ERP software. Any handwritten invoice will be rejected automatically by **TechnipFMC**.
18. Any invoice resubmitted by vendor after initial invoice rejection must have a new invoice number.

Invoices to **TechnipFMC** that do not meet the requirements stated in this document will be rejected. A new invoice that meets above 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. Multiple Invoices will not be processed and returned if consolidated into one PDF or TIF document.
   - Attachments or supporting documentation must be included in the same file.
   - Invoice itself must be on 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

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