

# TATWEER PETROLEUM – BAHRAIN FIELD DEVELOPMENT COMPANY W.L.L ("TATWEER")

# Instructions to View and Update Contractual Deliverable - Quick Reference

#### IMPORTANT:

Please note that iSupplier Portal registration, access and/or usage does not imply a contract, or intent to purchase goods or services from registered suppliers by Tatweer.

This quick reference describes how to access the key iSupplier Portal functionality to manage Contractual Deliverables related to Purchasing Documents, particularly how to view and/or update the Contractual Deliverables related information. Supplier users should use the iSupplier Portal User Handbook, the Frequently Asked Questions and iSupplier Portal Training Simulations at <a href="http://Suppliersupport.tatweerpetroleum.com">http://Suppliersupport.tatweerpetroleum.com</a> for information on how to use the iSupplier Portal.

The compliance monitoring functionality allows Tatweer to request and monitor specific supplier documentation/tasks related to a specific purchasing document. Tatweer can negotiate with the supplier to include specific documentation in terms and conditions to be delivered during the contract life, known as contractual deliverables. Tatweer will monitor the compliance of the contractual documentation. When the purchasing document is issued, the supplier can view all related deliverables and submit the requested documentation (In specific cases, documentation must be delivered to a 3rd Party by Tatweer's request). Tatweer will approve or reject the documentation. To manage contractual deliverable is used the iSupplier Portal deliverable management functionality.

Contractual Deliverable examples:

. Insurance Certificate (and policy) .

Performance Guarantee Bond

- . Material Certifications
- . ECCN Supplier's Item classification

Contractual deliverable documents administrated through the deliverable functionality do not change the Purchasing Document.

#### Notifications

- Contractual Deliverables Deliverable Notifications
  - If you have been defined as the Issue's Supplier Contact (Deliverable's Supplier Contact), you can receive the following automatic notifications according to the setup:
    - Deliverable Prior to Due Date (upcoming Contractual Deliverable's due date)
    - Deliverable Status Change (Information has been updated)
    - Deliverable Overdue
    - Notifications provide an abstract of the deliverable status information. However, it is needed to access the specific deliverable within the iSupplier Portal to view and open attachments or additional information.

rom: o: ic: ubject:	Oxy - Notification - Staging [DreO PWC TEST 1040 File Deliverable INSURANCE CER	xy_DneOxyINFT@oxy.com] IIFICATE on Blanket Purchase Agreement 21000017359 has been submitted			Sent: Wed 11/02/2011 6:
🔄 Message	ATT00007gif (246 B)	Notification Detail.html (502.B)			
From Bos To PW Sent 03- ID 530	io, Ariel C TEST1040 Nov-2011 01:08:33 14375				
General I	nformation		92 - WSSW		
	Purchase O Purchase Ap	Gder Kumber 210000172559 Grder Type Blanket Purchase Agreement Sproved Date 02-Nov-2011 Status Approved Comments TEST - CONTRACTUAL DELIVERABLES	Supplier Name Buyer Name Ship To Location Currency	ISupplierGoLiveTesting (do not use) Bosio, Ariel Ernesto PEC OCCIDENTAL PERMIAN LIMITED US Dollar	
Deliverab	le Details				
Deliver Delive Respor	able Name INSURANCE CEP stable Type Contractual suble Party Supplier Organi Supplier ISupplierGoLive rent Status Submitted Description Submit insurance	<pre>STIFICATE zation Testing (do not use) certificate according to terms and conditions requirements to XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</pre>	Internal Organization Oil and Ga Internal Contact: Boosio, Arte Supplier Contact: Pwc Test II Requester Pierce, Sar	s Corp I Ernesto 140 a Barrientes	
Due Date					
Due 1	Due Date 19-Oct-20 Date Description Due 2 day	11 s after Blanket Agreement Start Date			
Status His	story				
Status Submitted Open		Status Change Date 02-Nov-2011 02-Nov-2011	Status Changed by Pwc Testi 940		

• Additionally, emails can be sent by the Tatweer's Contractual Deliverable coordinator to share the information with all supplier and Tatweer's personnel involved.

### View Contractual Deliverables and their statuses

- 1. ACCESS
  - o Login to Oracle iSupplier Portal.
    - . Enter your User name and password and click on the "Login" button.



 Optionally - after login, if more than one access level has been assigned, select the appropriate level in the Oracle Applications Home Page. In this case, "Supplier User – Transactions" (update or view) or "Supplier Access – Full View) (only – view)

Worklist				
				Full List
From	Туре	Subject	Sent 🔻	D
Trehan, Varu	In PO Appro	oval Standard Purchase Order 21000017349,0 requ	ires your acceptance 28-Oct-	2011
TIP Vacation	on Rules - F st Access	Redirect or auto-respond to notifications. Specify which users can view and act upon your n	otifications.	
and a second sec	Worklist From Trehan, Varu ≪TIP Vacati ≪TIP Workli	Worklist From Type Trehan, Varun PO Appri *TIP Vacition Rules - *TIP Worklist Access	Worklist           From         Type         Subject           Trehan, Varun PO Approval Standard Purchase Order 21000017349.0 regu           "TIP Vacation Rules - Redirect or auto-respond to notifications."           "TIP Worklist Access - Specify which users can view and act upon your notification."	Worklist           From         Type         Subject         Sent *           Trehan, Varun PO Approval Standard Purchase Order 21000017349,0 requires your acceptance 28-Oct*         TIP Vacution Rules - Redirect or auto-respond to notifications.           *TIP Worklist Access         - Specify which users can view and act upon your notifications.

• In the iSupplier Portal Home Page, click on "Orders" tab.

Home Orders Shipments	Regotiations Financ	e Product Admin						
Purchase Orders Agreent	ents   Purchase History	Deliverables						
Purchase Ordens								
								Export
Views								
View All Purchase Orders	•	Ga					Adva	nced Search
Select Order: Acknowledg	e						Previous 1-25	👻 Neid 25 🛞
Ope Select PO Number Rev Unit	rating Document Type	Description	Order Date -	Buyer.	Currency	Status	Acknowledge By	Attachments
O 21000012173 1 Off a	nd Gas Slanket	EXAMPLE - LOGGING SERVICES	05-Jul-2011 13:08:26	Bono, Ariel	บรอ	Open		

 Option 1 – Access your related Contractual Deliverables - If you have been defined as the Issue's Supplier Contact (Deliverable's Supplier Contact), access all your related Issues by clicking on the "Deliverables" hyperlink. Then, populate the search criteria fields as needed and click on the "Go" button to access the information

Home Orders Shipmen	ts Negotiations Finan	ce Product Admin						-	
Punchase Orders Agreem	ents   Purchase History	Deliverables							
Manage Deliverables									
Search									
	Deliverable Name			Document Type	÷.				
	Status	-		Document Number					
	Due Date From								
	Due Date To								
	Go								
Indicates deliverable is ov	verdue 🎽 Indicates resp	consible party failed to perform the de	aliverable						
	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
Deliverable Name				and the second se	and the second sec	the second se			

- Option 2 Access Contractual Deliverables related to a Purchasing Document All iSupplier Users with Supplier User – Transactions access level can access and update deliverables within any Purchasing Document. All iSupplier Users with Supplier User – Full View access level can access and only view deliverables within any Purchasing Document
  - 1. Click on the "Purchase Orders" Hyperlink,
  - 2. Search the applicable purchasing document by selecting a view option in the "View" dropdown and clicking on the "Go" button
  - 3. Access the specific Purchasing Document by clicking on the purchasing document number hyperlink.
  - 4. Alternatively, use the "Advance Search" button to search according to different criteria and then access the purchasing document by clicking on the purchasing document number hyperlink.

Home Orders Shipments Negotiations Finance Product	Admin						
Purchase Orders Agreements Purchase History Deliverable	16						
Purchase Orders							
							Export
Views							
View All Purchase Orders v Go.						Adv	anced Search
Select PO Number Rev Operating Unit Document Type	Description	Order Date	Buyer	Currency	Status	Acknowledge By	Attachments
© 21000017359 Oil and Gas Corp Global Blanket Agreement	TEST - CONTRACTUAL DELIVERABLES	02-Nov-2011 08:04:19	Bosin, Anel Emosto	USD	Open		
C 21008017352 0 Oil and Gas Corp Global Blanket Agreement	test2	31-Oct-2011 14:56:16	Bosto, Ariel Emesto	USD	Open		
O 21000017354 0 Oil and Gas Corp Global Contract Agreement	test	29-Oct-2011 22:55:06	Bosio, Ariel Ernesto	U50	Open		

5. In the specific Purchasing Document screen, select the option "Manage Deliverables" in the "Actions" dropdown and click on the "Go" button.

	Intel Anterspectation and								
Home   Orders   Shipme	nts   Negotiations   Finan	ce   Product   Admin							
Purchase Orders Agre	ements Porchase History	Delverables							
Graeta Parcease proeta									
Blanket Purchase Agreem	enii: 21090017359, 0								
and the supression							Actio	onii Manage Deliverabiles	• Go Export
Order Information									
General		Terms and	Conditions						
Supplier	iSupplierGoLiveTesting (d	o not Payner	Terms Net						
Suppler Site	Test		Cartier						
Address	Test		FOB						
	Test, TX Test	Freight	Terro						
Euyer	Sosie, Anie Emerilo	Shipping	Control						
Order Date	02-Nov-2011 08:04:19	Shin. To Ad	Annes						
Description	TEST - CONTRACTUAL	andle to you	Gress						
Status	Gaet	Address	6 DESTA DRIVE						
Note to Supplier			SUTTE 6000						
Operating Unit	Oil and Gas Corp		HIDLAND, TX 79705						
Sourcing Document		Part To Add	and d						
Supplier Order Number		Mar 10 Plot	(C)						
Attachments	Rone	Address	OCCIDENTAL PERMIAN LIMITED						
			PO BOX 1747						
			ADDISON, TX 75001-1747						
P0 Details									
Show All Details   Hide All De	alu								
Details Line T	/pe Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachments	Reason
- <u>19100</u> 1 G	iods		TEST - DELIVERABLE	EACH	0	1	Open		
Betwo in Orders: R mitage 0	THE S						- 16-160	Marca References	* [75] [50004]
								AN manage delive adies	Second [ cobout ]

- From any of the two options above, the "Manage Deliverables" screen will be shown. There, it is possible to view the Contractual Deliverables and other requested Documents/ Actions. The deliverable functionality is also used to support the Issue Management and Quality Meetings Processes.
  - 1. Understand the information related to the Contractual Deliverable
    - Contact: Supplier's responsible person for delivering the Contractual Documentation.
      - Due Date: defined due date to correctly deliver the required Contractual Documentation. "Prior to" and "Overdue" automatic notifications are related to this date.
    - Status:
      - Open: Contractual Deliverable to be delivered or re-opened. If the alert icon is shown up means that it is overdue. Only Tatweer can create or re-opened Contractual Deliverable.
      - Submitted: Contractual Deliverable related documentation/information has been submitted/updated by the Supplier. Tatweer can also submitted documentation on behalf of the Supplier, if it was delivered by email or mail, or through 3<sup>rd</sup> Parties (ie. ISNetworld).
      - Rejected: Contractual Deliverable related documentation/information was verified by Tatweer and it is inaccurate, incomplete or no satisfactory. Only Tatweer can reject submitted information.
      - Completed: Contractual Deliverable related documentation/information was verified by Tatweer and it is satisfactory. Only Tatweer can set the complete status.
      - Cancelled: Contractual Deliverable not longer needed. Only Tatweer can set the complete status.
    - Alert icon: it is shown if it is overdue.
    - Party Name: Who is responsible for delivering the Contractual Deliverable documentation/information. If it is the supplier, the "Update pencil icon" (last column) will be enabled to allow the supplier to submit the appropriate information. Otherwise, "Update pencil icon" will be disabled, the responsible party is Tatweer, but the supplier can access the information by clicking on the applicable "Deliverable Name" hyperlink

Home Orders Shipments Negol	tiations Finance Product Adm	in					
Purchase Orders Agreements	Purchase History Deliverables						
Orders: Purchase Orders > View Orde	er Details >						
Blanket Purchase Agreement: 210000	17359:Manage Deliverables						
TIP This page only shows deliverables	e 🛪 Indicates responsible party fails	ed to perform the deliverable		12/17/22/07	12012	19 <b>1</b> 9-107	
Deirverable Name	Deliverable Type	Party Name	Contact	Due Date	Status	Alert	Updati
			stream in and t				
INSURANCE CERTIFICATE	Contractual	ISupplierGoLiveTesting (do not use)	Pwc Test1040	19-Oct-2011	Open	A	1
INSURANCE CERTIFICATE ISSUE - MATERIAL DELIVERY	Centractuel Centractuel	ISupplierGoLiveTesting (do not use) ISupplierGoLiveTesting (do not use)	Pwc Test1040	19-00:-2011 18-Dec-2011	Open Open	4	1
INSURANCE CERTIFICATE ISSUE - MATERIAL DELIVERY QUALITY MEETING	Contractual Contractual Contractual	ISupplierGoLiveTesting (do not use) ISupplierGoLiveTesting (do not use) ISupplierGoLiveTesting (do not use)	Pwc Test1040	19-0d-2011 18-Dec-2011 01-Apr-2012	Open Open Open	A	1
INSURANCE CERTIFICATE ISSUE - MATERIAL DELIVERY QUALITY MEETING QUALITY MEETING	Contractual Contractual Contractual Contractual	ISupplierGoLveTesting (do not use) ISupplierGoLveTesting (do not use) ISupplierGoLveTesting (do not use) ISupplierGoLveTesting (do not use)	Pwc Test1040	19-0xt-2011 18-Dec-2011 01-Apr-2012 01-Oct-2012	Open Open Open Open	4	1111
RESUBANCE CERTIFICATE 1950E - MATERIXI DELIVERY OUALITY MEETING QUALITY MEETING OUALITY MEETING	Contractuel Contractuel Contractuel Contractuel Contractuel Contractuel	EsupplierSol.verTesting (do not use) EsupplierSol.verTesting (do not use) EsupplierSol.verTesting (do not use) EsupplierSol.verTesting (do not use) EsupplierSol.verTesting (do not use)	Pwc Tedl040	19-0xt-2011 18-Dec-2011 01-Apr-2012 01-0xt-2012 01-Apr-2013	Open Open Open Open Open	4	1111

## 2. ACCESS THE INFORMATION (SCREEN ABOVE)

- Option 1: Click on the Contractual Deliverable related "Update" pencil icon if enabled.
- Option 2: Click on the applicable "Deliverable Name" hyperlink if the supplier is the responsible for delivering the documentation/information. The "View Deliverable" screen will provide the "Update" button on the top right to update it as needed. Otherwise, supplier can only view the data.
- Once reviewed, click on the "Return to XXX Manage Deliverables" hyperlink at the bottom of the screen to return to the previous webpage and continue working on another deliverable as needed.

# 3. SUBMIT INFORMATION

 After accessing the "Update" deliverable screen according to the options above, submit the action items related information/ documentation

Home Orders Shipmen	ts Negotiations Finance Product Admin			
Purchase Orders Agree	ements   Purchase History   Deliverables			
Home > View Order Detail	s > iSupplier Portal, Beliverables >			
Blanket Purchase Agreems	ent 21000017359: Update Deliverable			
	Delverable Name INSURANCE CERTUTICATE Dee Date 19-0ct-2011 Description Submit Insurance certificate accordin Terrere and conditions randoments to	9 to *	Status Open + Status Open Notes /	Cancel Apply
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	16 		
Attachments				
Add Attachment				
Title	Type Description	Last Updated By	East Updated	Update Delete
No results found.				
Status History				
Details Status	Status Change Date		Status Changed by	
🖻 Hide Open	02-Nov-2011			
	Notes			
				Cancel Anohr

"Description" field

- IMPORTANT: the information in this field will inform and determine how and what documentation/information the supplier must submit:
  - Option 1 Directly submit the documentation/information through the iSupplier Portal
    - Option 2 Submit the information/Documentation to a 3<sup>rd</sup> Party. Then,
      - Supplier must submit the documentation to the 3<sup>rd</sup> Party.
      - 3<sup>rd</sup> Party will notify to Tatweer (and, as needed, to Supplier) the status of the documentation.
      - Tatweer will update the deliverable status (with or without the documentation).
      - If "Rejected" by Tatweer, Supplier will need to re-submit the documentation to the 3rd Party.

Note: Supplier should directly re-submit the documentation to the 3<sup>rd</sup> Party as soon as it is informed of any deviation without waiting until Tatweer updates the deliverable status. Note: In USA, it is applicable to ISNetworld Insurance Certification Control.

- "Status" dropdown: Change the status from "Open" to "Submitted".
- "Notes" Field: explain/summarize the documentation/information provided, new attached documentation, actions taken or to be taken, actions results, inquiries, clarifications, etc.
  - Note: if information is in the field, it is information/clarification provided to the Supplier, just read it and overwrite it (it will show up in the status history).
- "Status History" Section: click on the "show" hyperlinks to access the specific previous notes.
- "Attachments" section:
  - Important: supplier can only add attachments. Deletions or updates are not allowed. If any mistakes, add the right file and ask Tatweer to delete the wrong one. Use the note field to request it.
  - View Attachments: Open and download the existing attachments by clicking on the attachment name hyperlink.
  - o Upload Attachments: Click on the "Add Attachment" button

141 (A)		
rowsa		
B	itowa	itowa

- "Title" field: enter the file name
- "Description" field: describe/summarize the file content as clear as possible.
  - "Define Attachment" section:
    - To attach a file: select the Type "File" round button, click on the "Browse.." button and search the file in your computer.
    - To attach an URL: select the Type "URL" round button, enter (or paste) the applicable URL address (it must not be a supplier internal webpage, Tatweer must have access to it).
    - To attach a Text: select the Type "Text" round button, enter (or paste) the applicable Text. It is applicable to short information without pictures or tables.
- Click on "Apply" button to return the specific deliverable screen or click on "Add Another" button to continue attaching documentation by repeating the steps above.
- Verify that the status is "Submitted", notes are right and attachments are there

Nome Orders Shipments Negotiations F Purchase Orders Agreements Purchase Hu Home > View Order Details > iSupplier Portal	inance Prod story Deliv Deliverables >	uct Admin <b>part</b> erables				
Confirmation Attochment INSURANCE CERTIFICATE has been a	dded successfu	ly but not committed; it would b	e committed when you commit the rest of the current tr	unsortion.		
Blanket Purchase Agreement 21000017359: Upda	te Deliverable	6				10
Deliverable Name Due Date Description	INSURANCE C 19-Oct-2011 Submit insure terms and con X000000000	ERTIFICATE noe certificate according to * iditions requirements to socococc.	Current Status Submitted + Current Status, upper Notes Insurance cert required. See J	ficate submitted as	Ca	ncel App
Attachments						
Add Attachment						
Title	Type	Description	Last Updated By	Last Updated	Update	Delete
NAME AND ADDRESS OF TAXABLE ADDRESS OF TAXAB	intia		ENICTEST (040/8V4HOO COM	07-41000 2011		

• The "Manage deliverables" screen will show the deliverable status updated (Submitted).

Punchase Orders   Agreements   Home > View Order Details >	Purchase History   Deliverables						
Confirmation Deliverable INSURANCE CERTIFICAT	'E has been updated.						
Blanket Purchase Agreement: 21000	017359:Manage Deliverables						
							Ok
TIP This page only shows deliverable indicates deliverable is overde	s for the latest approved version. ie × Indicates responsible party	failed to perform the deliverable				Submitted	
TIP This page only shows deliverable indicates deliverable is overdu Policierable Mana	s for the latest approved version. Je X Indicates responsible party Oolsuscable Type	failed to perform the deliverable Party Name	Contact	Due Date	Statur	Submitted Alignetic	Updates
TIP This page only shows deliverable the indicates deliverable is overdu Deliverable Manico INSURANCE CERTIFICATE	s for the latest approved version. ie X Indicates responsible party Outpossible Type Contractuel	foiled to perform the deliverable Party Name SupplierGoLiveFesting (do not use)	Contact Pwc Tast1040	000 Oata 19-0ct-2011	Statue Submitted	Submitted Albert	updata.
TIP This page only shows deliverable Indicates deliverable is overde Ositivariable Manie INSURANCE CERTIFICATE EISUE - MATERIAL DELIVERY	s for the latest approved version. Indicates responsible party Contractual Contractual	folied to perform the definerable Ranky Manno iSupplerGativeTasting (do not use) iSupplerGativeTasting (do not use)	Princ Test1040	Dus Date 19-Oct-2011 18-Dec-2011	Statue Submitted Open	Submitted Aliset	- Updata -
TIP This page only shows deliverable  The This page only shows deliverable  The This page only shows deliverable  The This page of the	s for the latest approved version. term Tridicates responsible party Defounded Type Contractual Contractual Contractual	folled to perform the deliverable Darity Mano- iSupplerGel.veTesting (do not use) SupplerGel.veTesting (do not use) SupplerGel.veTesting (do not use)	Princ Test1040	Due Date 19-Oct-2011 18-Dec-2011 01-Apr-2012	Statur Submitted Open Open	Submitted Alforet	Updates 
TIP This page only shows deliverable     Judicates deliverable     Judicates deliverable is overd     Deliverable flueso     Indicates file     Society fluest     Society fluest     Society fluest     Society fluest     Society fluest	s for the latest approved version. Market Seconsible party Detroarship approved to the seconsible party Contractual Contractual Contractual Contractual	Toted to perform the deliverable Distry Hamo StupplerGet.veTesting (do not use) StupplerGet.veTesting (do not use) StupplerGet.veTesting (do not use)	Contact Pric Test1040	Due Oate 19-Oct-2011 18-Dec-2011 01-Apr-2012 01-Oct-2012	Status Submitted Open Open Open	Submitted Askiet	0pdates       
TEP This page only shows deliverable and cates deliverable is overdy Declaratable known INCURANCE CENTERCATE ESSUE - MATERIAL DELIVERY QUALITY MEETING QUALITY MEETING	s for the latest approved version. version of the latest approved version. Notices responsible party Notices the latest approved Contractual Contractual Contractual Contractual Contractual	Tabled to perform the deliverable Posty Name ISupplerGet.veTexting (do not use) ISupplerGet.veTexting (do not use) ISupplerGet.veTexting (do not use) ISupplerGet.veTexting (do not use) ISupplerGet.veTexting (do not use)	Contact Pwc Test1040	Due Oate 19-Oct-2011 18-Dec-2011 01-Apr-2012 01-Oct-2012 01-Oct-2012 01-Apr-2013	Statur Submitted Open Open Open Open	Submitted Algorit	0pdota 1 1 1 1

An automatic email notification will be sent to the Tatweer Deliverable Requestor and Internal Contact to
notify the change of status. These Tatweer Personnel will review the information submitted and will change
the status to "Rejected" to ask more information or "Completed" to indicate that the Contractual Deliverable
was successfully delivered.