

Created to highlight SOP's and expectations between WOUK Supply Chain and Suppliers.

- Invoices to be prompt as our Standard Terms and Conditions state that they should be submitted within 90 days which allows us to Bill our Clients who request this prompt action from ourselves.
- If the Promised Date on a PO is going to slip, please notify the Buyer and your WOUK contact immediately, do not wait until it is late or overdue as this may severely impact on our scheduling.
- Where a Survey or inspection is requested by Helix Well Ops, please ensure that there is a PO in place to cover, as carrying out any work without doing so may seriously impact on our ability to make prompt payment of your Invoice.
- Where goods are supplied during or after a survey or inspection, a quote or Pro-forma Invoice should be submitted detailing quantities, full description, prices etc. This will allow the goods to be added as separate Lines on the PO and ensures that we have time to put through our Approval processes so as not to hold up payment, and ensures we have full traceability and history on what was supplied.
- If there is additional work or a change in the workscope, the PO should be updated to reflect this to ensure that you are covered, both from an internal budgetary approval and technical level. If this is not done, this risk sits with the Supplier.
- Where a service has taken place, and full and final costs have been submitted on the Invoice, we request that a statement to this effect is made on the Invoice.
- When ordering for one of our Vessels, we will highlight on our Email communicating the PO's which Vessel our requirement is for as a minimum - this should be marked on all paperwork and packages.
- If there is going to be a Carriage charge, please ensure that this is quoted as a separate line on your quote, as we then have the option to use our own carriers, and we will not accept charges after the PO has been thro' our approval process and the PO placed, unless we then request this service.
- If goods are returned to you after initially being purchased on a 'Sale or Return' basis, you should confirm and acknowledge return of items in a good condition to the Buyer who issued the PO.
- If the PO has been raised with estimated costs, it is preferable that you submit a Pro-forma Invoice to allow us to review and update the PO and then route it through our internal approval process prior to you submitting the Invoice for payment. While an effort will be made to process your Invoice in a timely manner, failure to follow above request may result in payment delays.
- Please ensure that any Pro-forma Invoice or Invoice submitted match the PO Lines or highlight which PO Lines they refer to. If not clear, Invoices will be returned, as spending time trying to match will waste our time and delay your payment.
- During your contract review of our PO, please do so thoroughly and make sure that you understand what it is we require, and what is expected from you as a Supplier. If there is anything ambiguous or clarification is required, please revert to the Buyer as soon as possible. Do not proceed unless you are comfortable in what is on the PO, as any anomaly in what is requested on our PO, what you have supplied, and what is Invoiced may result in internal rework and delay in payment.
- If you have been requested to deliver goods direct to the Vessel, please ask for the Storeman at the Security Hut or point. If the Storeman is not available, please ask the person who signs the Delivery Note in the Storemans absence to pass to the Storeman. To ensure that a copy of the D/N gets to the Storeman onboard, please pack an extra copy in with the goods, or for larger items, make sure that a copy of the D/N is secured to item so that the Storeman can book in if the loose copy goes missing.
- For Goods or Equipment being delivered to the Vessel for use by your own employees or contractors, please ensure that they are well labelled and marked and your Delivery Notes highlight who they are for and which company they

work for, e.g. “For the attention of (NAME and COMPANY)”. Failure to do so may mean a delay in getting to them or them being misplaced.

- If we fail to highlight any Certification requirements for something which would normally be supplied with Certificates we would appreciate this being highlighted so as to avoid any delay or additional costs at a later stage.
- These SOP’s have been created to try and improve the understanding and expectations between parties. If there is something that WOUK might be able to do which may increase efficiency, productivity, and reduce rework, please get in touch to discuss with a member of Supply Chain so that we can investigate.