

User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

OVERVIEW

This User Guide describes how to access, view, and if it is required, accept or reject Purchasing Documents (Contracts, Purchase Orders, Services Orders, Master Agreements, etc.)

HOW TO USE THIS USER GUIDE

If familiar with the iSupplier Portal Functionalities and the CRC processes, refer to the One-page Quick Reference (Cheat sheet) on page 2. Otherwise, review the Process Overview section to better understand the processes. Next, review the Content/Checklist section, as this section lists the required and optional steps for each of the processes. Last, complete the required steps according to the detailed written instructions which follow the numbering sequence shown in the screenshots for how each of the tasks shall be executed.

When completing the steps in the iSupplier Portal, you may refer to the Content/Checklist column to validate that the required steps have been completed. In addition, this User Guide provides high-lighted and / or framed notes. These are tips and important messages to assist you in some tasks.

PROCESS OVERVIEW

Purchasing Documents (Contracts, Purchase Orders, Services Orders, Master Agreements, etc.) can be physically signed or electronically accepted in the iSupplier Portal by the Supplier.

Option 1: Purchasing Documents requiring a physical signature.

If the Purchasing Document required a physical signature from the Supplier, once the signed document is received by CRC, the CRC Buyer will enter the Purchasing Document in to the CRC system and the Supplier will receive an automatic email notification (i.e. Sender: "CRC-Notification" - Subject: "For Your Review – Standard Purchase Order XXXXXXXXX, X) indicating that the document is available in the iSupplier Portal. Optionally, Supplier can access and view the Purchasing Document and related documentation in the iSupplier Portal.

Option 2: Purchasing Documents requiring electronic acceptance

If the Purchasing Document is issued to the Supplier electronically, the CRC Buyer will create the Purchasing Document and the Supplier will receive an automatic email notification (Sender: "CRC-Notification" - Subject: "Standard Purchase Order XXXXXXXXX,X requires your acceptance) requesting acknowledgement and acceptance of the Purchasing Document through the iSupplier Portal. Supplier shall access the portal and accept or reject the Purchasing Documents by the required due date. Reminders are sent until the action is completed.

Option 3: Purchasing Documents to support invoices created from Supplier Charges (Field Tickets or Invoices)

Once an Invoice and/or a Field Ticket submitted through the iSupplier Portal is approved; the system automatically creates and closes a Standard Purchase Order (SPO) against the Global Blanket Purchasing Agreement to support the approved invoice. They can be identified through the standard naming convention populated in the Description field (i.e. INV#-XXXXX). No notifications are sent to the Supplier. Supplier can view these Purchasing Documents in the iSupplier Portal (Directly go to Section 2 Access the iSupplier Portal).

Intellectual property restrictions. CRC proprietary information.



Purchasing Document related transactions such as shipments, receipts, invoices, payments and attachments can all be viewed in the iSupplier Portal.

Follow the steps outlined below to complete the required actions.



User Guide - View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

QUICK REFERENCE (CHEAT SHEET)

1. Receive Notification

IMPORTANT: An email Notification will inform the Supplier that they can review the Purchasing Document or may require that they electronically accept or reject the Purchasing Document within the portal.

- 2. Within the email Notification, click on the "iSupplier Portal" hyperlink to be taken to the iSupplier Portal "Login" webpage.Login to the iSupplier Portal
 - In the "Main Menu" panel, click on the appropriate responsibility.
 - To acknowledge and accept or reject the Purchasing Document, click on the "Supplier User – Transaction" hyperlink.
 - To view the Purchasing Document you can either click on the "Supplier User – Transactions", "Supplier User – Full View" or "Supplier User – Finance View" hyperlink.
 - From the "Home" page, click on the "Order" tab.

3. Search for the Purchasing Document

• Click on the "Purchase Order" hyperlink.

- ➤ To display only the Purchasing Documents that required review and acknowledgement, select the option "Purchase Orders to Acknowledge" from the "View" dropdown menu, and then click on the "Go" button.
- As needed, click on the hyperlinks to access specific details.
- Click on the specific "PO Number" hyperlink to access the Purchasing Document details including both header and line information, such as Terms and Conditions, Lines, Shipments and Attachments.
 - The "Status" column will indicate Requires Acknowledgement for those Purchasing Documents that need to be electronically acknowledged and accepted/rejected.
- 4. Review the Purchasing Documents Details.

• Review the "Order Information" section

In the "Attachment" field, click on the "View" hyperlink. Then, click on every file name hyperlink in the "Title" column to view the Purchasing Document as well as all related attachments.

Note: Any contractual documents are categorized as "Contract" in the "Category" column.

• Review the "PO Details" section

As needed, view details for a particular line by clicking on the "Show All Details" hyperlink to access the pricebook information.

- 5. Electronically Acknowledge and Accept or Reject the Purchasing Document.
 - Select the option "Acknowledge" from the "Actions" dropdown menu, and then click the "Go" button.
 - Click on the "Accept Entire Order" or the "Reject Entire Order" button.

IMPORTANT:

- By accepting the Purchasing document, the Supplier is agreeing that the Purchasing Document details are correct and accepts the offer contained in the Purchasing Document, creating a binding agreement.
- By rejecting the Purchasing document, the Supplier is communicating that they do not accept the offer contained in the Purchasing Document. Changes to the Purchasing Document can be requested through a note to the buyer. The buyer will either revise the Purchasing Document or cancel it.
- As needed, send a message to the buyer in the "Note to Buyer" field.
- Click on the "Submit" button, and then click on the "Return to Purchase Order Summary" hyperlink to return to the main screen.
- 6. Additional transactions related to Purchasing Documents.
 - View transactions associated with the Purchasing Documents such as shipments, receipts, invoices and payments.
 - > Access a specific Purchasing Document.
 - From the "Actions" dropdown menu select the transaction to be viewed, such as "View Receipts", "View Invoices", "View Shipments" or "View Payments". And then click on the "Go" button.
 - View the revision history of a Purchasing document.
 - Click on the "Orders" tab, and then click on the "Purchase History" hyperlink.
 - Populate the search criteria, and then click on the "Go" button.
 - As needed, click on the hyperlink to access specific details.
 - Click on the appropriate icons to view the comparison among the versions of the Purchasing Document.
 - Access the agreements related to a specific Purchasing Document.
 - Click on the "Orders" tab, and then click on the "Agreements" hyperlink.
 - Populate the search criteria, and then click on the "Go" button.



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

• As needed, click on the hyperlinks to access specific

details.

CONTENT / CHECKLIST

	Steps	Page No	Required	Check
1.	Receive Notifications	5	Required	
	1.1. <u>Notifications Type</u>	5	Required	
	1.2. <u>Received Notifications - Details</u>	6	Required	
2.	Access the iSupplier Portal	8	Required	
3.	Search for Purchasing Documents	9	Required	
4.	View Purchasing Documents Details	10		
	4.1. Header Information	10		
	4.2. Line Information – PO Details Section	13		
	4.2.1. Shipment Information – Applicable to SPO or BR only	13		
	4.2.2. Price Break Information – Applicable to GBPA or BPA only	14	Required	
	4.3. Electronically Accept or Reject Purchasing Documents (only for	14		
	Purchasing Documents Requiring Acceptance)			
	4.4. View Related Transactions to Purchasing Document	17		
	4.5. View Purchasing Document History – Revision Details	17		
5.	View Orders Related to Specific GBPA / GCPA	18		
	5.1. Standard purchase orders related to GBPA / GCPA or blanket	19	Required	
	releases related to BPA			
EX	HIBITS			
1.	Purchase Order View Columns	20	Optional	
2.	PO Header Information	21	Optional	
3.	PO Details	22		
	3.1. PO Details – Line Information	22	Ontional	
	3.2. PO Details – Shipment Information	24	Optional	
	3.3. PO Details – Price Break Information	25		
4.	Purchasing Document Types	26	Optional	
5.	Line Types	27	Optional	
6.	PO Status	27	Optional	



User Guide – View and/or Accept Purchasing Documents

INSTRUCTIONS

1. RECEIVE NOTIFICATIONS

1.1 NOTIFICATION TYPES

After an CRC Buyer issues a Purchasing Document, the Supplier will receive an automatic notification. A Purchasing Document is either handled electronically through the iSupplier Portal or physically signed and uploaded to the portal by CRC. Suppliers can receive notifications for the following subjects:

Case	Subject	Subject Example	Supplier Action
Option 1 (Purchasing Documents requiring a physical signature)	For Your Review – Contract Type XXXXXXX XXXX,0	From: C To: CONTACT2@TRAINING.COM.AMERICAN Cc: Subject: For Your Review - Standard Purchase Order 21000024586, 0 Oracle Workflow Notification (FYI) From:	Optionally, View the Purchasing Document within the Portal.
Option 2 (Purchasing Documents requiring electronic acceptance)	Contract Type – XXXXXXX XXX,0 requires your acceptan ce Supplier Action	From: To: CONTACT3 CONTACT3 Cc: Subject: Standard Purchase Order 21000024587,0 requires your acceptance Message Notification Detail.html (507 B) From:	Mandatory, View and accept or reject the Purchasing Document within the Portal.

IMPORTANT – Option 3: Purchasing Documents to support invoices created from Supplier Charges (Invoices and/or Field Tickets). No E-mail Notification will be sent. No action is required from the Supplier. To view the related Purchasing Documents, directly go to <u>Section 2 Access the iSupplier Portal.</u>

NOTE: For further information regarding Notifications, please review the User Guide – Overview Access and Passwords, Navigations and Notifications.

IMPORTANT: For automatic notifications the email sender will be "CRC – Notification" not a specific CRC Buyer. If you do not receive a notification in your mailbox, please check your mailbox spam, trash or delete folders, or see if it might have been filtered by your company spam filtering services. Make sure to set "CRC – Notification" as a valid email sender to avoid any issue for subsequent notifications. Yahoo and Hotmail email account users might NOT receive some notifications correctly. If an email notification contains an error message, contact the CRC Buyer or Supplier Help Desk.



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

1.2 RECEIVED NOTIFICATIONS - DETAILS

Both types of notifications are formatted in the same way, whether they require a review of the Purchasing Document or the acceptance or rejection of the Purchasing Document within the portal. The notifications show the following information:

From: To:	CONTACTS CONTACTS
Cc: Subjecti	Trandard Purchase Order 20000205857,0 requires your acceptan
Hessag	Publication Detail.html (607-8)
From #	
PLEAS	E IGNORE THE ACTIONS BUTTONS ON THIS NOTIFICATION. TO ACCEPT OR REJECT THIS DOCUMENT, ACCESS THE SUPPLIER PORTAL AND WITHE QUICK REFERENCE INSTRUCTIONS PROVIDED IN THIS NOTIFICATION.
POR F	AVOR IGNORE LOS BOTONES DE ACCION EN ESTA NOTIFICATION. PARA ACEPTAR O RECHAZAR ESTE DOCUMENTO, ACCEDA AL ISUPPLIER IL Y SIGA LAS INSTRUCCIONES DETALLADAS EN LAS GUIAS RAPIDAS PROVINTAS EN ESTA NOTIFICATION.
- ENG	LISH - VER ABAJO PARA ESPAÑOL
Sec. 1	requests your company to electronically accept this Purchasing Document detailed below through the iSupplier Portal by 13-JUL-20 (2)
Access t purchasi	the Supplier Port 3, the Supplier Portal Quick Reference - Purchasing Document e-Acknowledgement (P) 4, and print the document, and electronically execute the
NOTE	TO SUPPLIER: PLEASE REVIEW AND ACCEPT THIS PURCHASE ORDER IN THE ISUPPLIER PORTAL. YOU WILL RECEIVE A REMINDER UNTIL YOU (5)
BUYER	CONTACT DATA

UPPLII 01 MAI 00HA.Q	R TRAINING N ST PATAR		Ban Zu THM P 1250 P LONG United Ban Ju	IER G IER G AVE BEACH , CA 90 States	¥802	Purce Perdeas Online N 2100002458 Data Of Online 09-JULI-201 Data Of Relian	2	Prder " Prov Prov Prov
Notices Acc	t Na. Eugptier Na. 55041	Net 30	NO FREIGHT /	LLOWED	FOR		State 1	Tie .
CONTAC	CT2.CONTACT2				Equator Della	te Ta	-	-
Line	Part No	mber / Description	Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
	Keysester Deliver To		09-JUL-2012		LEACH	(08D)2907	N	Tetal (1900) 007.0
OR FAT	IGNORE THE ACT Y THE QUICK REFT VOR IGNORE LOS I -Y SIGA LAS INSTI ck on one of the follow desired response value eject	IONS BUTTONS ON THIS RENCE INSTRUCTIONS NOTONES DE ACCION ES RUCCIONES DETALLAD ing choices to automatically e within quotes.	NOTIFICATION, TO ACCI PROVIDED IN THIS NOTI N ESTA NOTIFICATION, P. AS EN LAS GUIAS RAPIDA generate an E-mail response.	EPT OR REJEC FICATION. ARA ACEPTAR IS PROVISTAS Before sending (T THIS DOC O RECHAZ EN ESTA N he E-mail res	CAR ESTE DOCUM OTIFICATION.	THE ISU	PPLIER PORTAL AND
Accept R.								



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

- (1) The **Email Subject** displays the Purchase Order number, the type of notification and required action.
- (2) View the type of action to be taken and the due date for the response.

Type Action to be Taken				
Option 1	View the Purchasing Document within the Portal			
Option 2	View and accept or reject the Purchasing Document within the Portal			

NOTE: The example above shows an order that requires acceptance. This means that Supplier must review and accept or reject the Purchasing Document within the iSupplier Portal.

(3) The notification allows access to the iSupplier Portal by clicking on the **iSupplier Portal** hyperlink.

NOTE: This hyperlink will take you to the iSupplier Portal "Login" webpage

- (4) The Quick Reference hyperlink allows access to the instructions to perform the required action.
- (5) The Note to the Supplier shows any clarification written by the buyer.

IMPORTANT: This field can contain specific instructions for the Supplier.

- (6) The **Buyer Contact Data** field displays the name of the CRC Buyer who has sent the notification.
- (7) The Header section displays the Supplier's information including ship-to and bill-to addresses
- (8) The Summary section displays the Purchase Order Number, the Date of Order and the Buyers Name.
- (9) The **PO Details** section displays the specific line information for the Purchasing Document.

NOTE: See additional details about each column in the section <u>4 - View Purchasing Documents Details</u>

(10) DO NOT click on the **Actions** button in the notifications. To accept or reject the documents you must do so through the **iSupplier Portal**.

IMPORTANT: Save the **Purchase Order Number** to use when performing a search for the document in the iSupplier Portal.



 CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC)

 Version 1.0

 User Guide – View and/or Accept Purchasing Documents

 December 1,

 2014

2. ACCESS THE ISUPPLIER PORTAL

Login to the iSupplier Portal at: https://supplier.californiaresources.com/OA HTML/AppsLogin



(1) Enter your Username and Password and click on the **Login** button.

NOTE: The **Password** field is case sensitive. If there is a problem accessing the iSupplier Portal, click on the **Login Assistance** hyperlink. Alternatively, view the <u>User Guide– Overview Access and Passwords, Navigation</u>, Notification.

After logging in to the portal, the **Oracle Application Home Page** will be displayed if more than one responsibility is assigned to the user. If the User only has one responsibility the **Home** tab screen for that responsibility will automatically be displayed.

cle Applications Home Page					
in Menu	Worklist				
Personalize					Full List
Supplier Security Administrator	From	Туре	Subject	Sent	• Due
Supplier User - Finance View (1)	waters of	1 PO Approva	For Your Review - Blanket Purchase Agreement 21000048229, 1	0 28-Aug	g-2013
Supplier User - Full View	Transmission of the	1 PO Approva	For Your Review - Standard Purchase Order 21000048556, 0	28-Aug	g-2013
∃ [□] <u>Supplier User - Transactions</u> ∃ [□] <u>Supplier User - Invoicing</u>		ation Rules - Rec klist Access - Sp	direct or auto-respond to notifications. becify which users can view and act upon your notifications.		

(1) According to the action to take, click on one of the following responsibilities to access, view and, if required, accept or reject the Purchasing Document(s).

Supplier Action	Needed Responsibility
View the Purchasing Document within the	Supplier User – Finance View
Portal.	Supplier User – Full View
	Supplier User – Transactions
	Supplier User – Invoicing*
View, acknowledge and accept or reject the	Supplier Licer Transactions
Purchasing Document within the Portal.	Supplier Oser - Transactions

NOTE: (*) Supplier User - Invoicing responsibility is assigned by CRC to selected suppliers that invoice through the iSupplier Portal.

Once in the required responsibility, the **Home** tab screen for that responsibility will then be displayed. NOTE: If none of these responsibilities have been assigned to you, contact the iSupplier Portal Security



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

Administrator within your company to request them. Go to the <u>User Guide – Overview – Access and Passwords,</u> <u>Navigation and Notifications</u> to learn how to view the list of your company contacts and iSupplier Users.

3. SEARCH FOR PURCHASING DOCUMENTS

There are two options to search for and access a specific Purchasing Document. First is through the **Home** tab **Search** functionality and the second is by accessing the **Orders** tab.

Option 1 – Search from the Home tab

ne Orders Shipments Negotiations Finance Product Admin	
Search PO Number 1 21000048708 G2	
III Notifications	
	Full List
Subject	Date
For Your Review - Blanket Purchase Agreement 21000048229, 10	28-Aug-2013 16:01:04
For Your Review - Standard Purchase Order 21000048556 0	28-Aug-2013 10:15:03

- (1) In the Search section, click on the Search dropdown menu and select PO Number.
- (2) Enter the Purchase Order Number in the text field and click on **Go** button. The **Purchase Order** screen in the **Order** tab will appear with the corresponding documents. See next option for further details.

Option 2 – Search from within the Orders tab

Home Orders hipments Negotiations Finance Prod Purchase Order 2 Agreements Purchase History Deliver	uct Admin bibles						
Purchase Orders							Expor
Views View All Purchase Orders Go])				Previous 1-25	• Next 25 @
Select PO Number Rev Operating Unit Document Type	Description	Order Date =	Buyer	Currence	Status	Acknowledge By	Attachmer
© 21000048922 Z Oil and Gas Corp Global Blanket Agreemen	t B2B Testing - IP & MS.	18-Nov-2013 08:20:12	F	USD	Open		
Oll and Gas Corp Standard PO	11000033387-Involce# JBNEWUPLOAD202 - TEST	15-Nov-2013 07:29:30	-	USD	Finally Closed		
© 21000049043.0 Oil and Gas Corp Standard PO	11000033369-Involce# ARTESTPODOC01 - Test	08-Nov-2013 15:47:22	1	3 USD	Finally Closed		
© 21000049041 0 Oil and Gas Corp Standard PO	11000033353-Involce# PRICEB2B7GGGG - TEST CASE 17-GGGG B2B	07-Nov-2013 10:07:39	-	USD	Finally Closed		
E Droppingoro of and Car Care Operated DO	110000000000 Evild Tudute CTODICETECTOD	07 New 2012 00(57/20	Weller Ornale	0.000	Gault Claud		

- (1) In the iSupplier portal **Home** screen, click on the **Orders** tab.
- (2) Click on the Purchase Orders hyperlink to search for and open Purchase Orders.
- (3) Under the Views section, Supplier may select from the View dropdown menu the applicable option to display the Purchasing Documents, and then click on the Go button or click on the Advanced button to narrow down the search criteria.

Option	Description
All Purchase Orders	The system displays all the Purchase Orders.
Purchase Orders to Acknowledge	The system displays only the Purchase Orders that require acknowledgement from the Supplier.
Purchase Orders Pending Supplier Change	Option disabled.

(4) The **Export** button allows the Supplier to export all of the general information for the **Purchasing Documents** to a spreadsheet.



(5) The columns provided under the **View** screen assist the Supplier in defining which PO to access. For a detailed description on each of the columns listed, see <u>Exhibit 1.1 Purchase Order View Columns</u>.

Home	Orders Shi	pments Negotiations Finance Prod	uct Admin						
Purcha	se Orders	Agreements Purchase History Deliver	ables						
Purcha	ase Orders								
									Export
Vion									_
View	All Purchase	Orders • Go						Advan	ced Search
	- Fill Full Groupe								
								Previous 1-25	• Next 25 (2)
Selec	PO Number	Operating Unit Document Type	Description	Order Date *	Buyer	Currenc	y Status	Acknowledge By	Attachments
0	21000048927 7	Oil and Gas Corp Global Blanket Agreemen	t B2B Testing - IP & MS.	18-Nov-2013 08:20:12		USD	Open		
0	21000049067 0	Oil and Gas Corp Standard PO	11000033387-Invoice# JBNEWUPLOAD202 - TEST	15-Nov-2013 07:29:30		USD	Finally Closed		
0	21000049043 0	Oil and Gas Corp Standard PO	11000033369-Invoice# ARTESTPODOC01 - Test	08-Nov-2013 15:47:22	-	USD	Finally Closed		
				the second se					

(1) Identify the Purchasing Document and click on the applicable **PO Number** hyperlink to display the detailed information about the Purchasing Document.

4. VIEW PURCHASING DOCUMENT DETAILS

The **Purchasing Document Details** screen displays detailed information related to all sorts of Purchasing Documents such as the Purchase Orders, Contract Agreements, Standard Purchase Order Supplier Charges, etc. As well as information such as the ship-to and billed-to address, terms and conditions, shipments and related attachments. The screen is split into 2 sections; **Header** and **Line** information.

4.1 HEADER INFORMATION

The header information provides the key Purchasing Document information.

andard Purchase Order: 21000024 rrency=USD	587, 0 (Total USD 2,907.00)		Actions Acknowledge - Go Export
Order Information			2
Seneral Suppler Suppler Sis Address Buyer Order Date Description Status Note to Suppler Suppler Operating Unit Securating Document Suppler Order Number	SUPPLIAR TRAINING DOHA DOHA DOHA, QATAR WICKS, James B OP-JM-2012 37:07:45 P0 - SCOPE OF WORK Requires OP-JM-2012 37:07:45 P0 - JM-2012 37:07:45 P1 - JM-2012 37:07 P1 - JM-2012 37	Terms and Conditions Payment Terms Het 30 Carrier Fold Program Fold Terms Nor FREIGHT Shipping Control Ship-To Address Matters Matters Matters Matters Matters	Summary Total 2,007,00 Received 0,00 Invoiced 0,00 Payment Status Hot Paid
NOACCAT INCOME PORT MODE OF TRANSF PROPONENT - CONTRA PROPONENT - CONTRA FFECTIVE FFECTIVE PHYSICAL REVISION CONTRACT	SECONDARY BACAGEMENT NOVARDER OF ENTRY ORFATION NER AGENT CT OWNER END DATE LOCATION CATEGORY ONTRACT NEW CONTRACT NEW CONTRACT NEW CONTRACT NEW CONTRACT NEW		



User Guide – View and/or Accept Purchasing Documents
--

The header of the webpage displays the Document Type (e.g. Standard Purchase Order, Global Blanket Purchase Agreement, etc.) and the Document Number (e.g. 21000002123)

IMPORTANT: For a detailed description on each field displayed, see Exhibit 2 PO - Header Information.

- The Order Information section displays general information and terms about the Purchasing Document, i.e.
 Supplier, Description, Status, Purchase Document Type, Payment Terms, Ship-To and Bill-To Address.
- (2) The Summary section displays the transaction information, i.e. Total, Received, Invoiced and Payment Status.

NOTE: GCPAs do not have a Summary section.

- (3) The **Attachments** field displays attachments included with the Purchasing Document. Click on the **View** hyperlink to review the signed physical contract or the electronic document to be accepted or rejected; as well as all related attachments. Then, the following table will appear:
 - **Case 1:** Electronic Purchasing Documents.

Purchase Orders Agreemen	ts Pur	chase History Deliverable	s						
Orders: Purchase Orders > Vie	w Order De	etails >	0	-					
Attachments 1	_		-	h					
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Instructions	File	Instructions	To Supplier	Concession in the local division of the loca	09-Jul-2012	One-Time	2	8	
SPO-21000024587-v1.pdf	File	SPO-21000024587-v1	Contract	PERMIT	10-Jul-2012	One-Time	0	1	

• **Case 2**: Physically signed purchasing contract. The **Attachment** table shows the scanned copy of the signed terms and conditions as it appears in the screenshot below.

Home Orders Shipments Negotiations Finan	ice	Product Admin							
Purchase Orders Agreements Purchase History	Y L	Deliverables							
Orders: Purchase Orders >			0						
Attachments (1)	_		(2)						
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
BPA21000024616-SCT-CONTRACT-SUPPLIER TRAINING- 11JUL2012.pdf	File	BPA21000024616-SCT-CONTRACT-SUPPLIER TRAINING-11JUL2012	Contract	SYSADMIN	11-Jul-2012	One- Time	2	1	02
BPA21000024616-SCT-AMENDMENT-SUPPLIER TRAINING-12JUL2012.pdf	File	BPA21000024616-SCT-AMENDMENT-SUPPLIER TRAINING-12JUL2012	Contract	SYSADMIN	11-Jul-2012	One- Time	2	1	64
BPA21000024616-SCT-BID WAIVER-SUPPLIER TRAINING-08JUL2012.pdf	File	BPA21000024616-SCT-BID WAIVER-SUPPLIER TRAINING-08JUL2012	Contract	SYSADMIN	11-Jul-2012	One- Time	2	1	63
Instructions	File	Instructions	To Supplier		09-Jul-2012	One- Time	0	8	2
BPA21000024616-SCT-APPROVAL-SUPPLIER TRAINING- 09JUL2012.pdf	File	BPA21000024616-SCT-APPROVAL-SUPPLIER TRAINING-09JUL2012	Contract	SYSADMIN	11-Jul-2012	One- Time	2	1	0
BPA21000024616-SCT-UPDATE-SUPPLIER TRAINING- 14JUL2012.pdf	File	BPA21000024616-SCT-UPDATE-SUPPLIER TRAINING- 14JUL2012	Contract	SYSADMIN	11-Jul-2012	One- Time	2	1	2

- (1) From either of the cases above, view, save or print the document by clicking on the **Attachment Name** hyperlink under the **Title** column.
- (2) The **Category** column shows the type of attachments.

NOTE: The actual Purchasing Document that has been signed as well as related contractual documents are categorized as **Contract**.

IMPORTANT: To allow iSupplier Users to view and print the Purchasing Document with the terms and conditions, the Buyer needs to attach the document in the Attachment Section. If the document is not available, request that the appropriate Buyer attach the documentation. If the Purchasing Document has a signed physical contract, a



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

scanned copy of th	ne sign	ed terms an	d cond	itions will be included as an attac	chment.			
Purchase Orders Agreer Orders: Purchase Orders > Attachments	nents F View Order	Purchase History C Details >	File Down	oad	h			
Title	Type	Description			Usage	Update	Delete	Publish to Catalog
Instructions	File	Instructions	Do you	want to open or save this file?	One-Time	2	1	
SPO-21000024587-v1.pdf	File	SPO-21000024587-v	1	Name: SPO-21000024587-v1.pdf Type: Adobe Acrobat Document, 113KB	One-Time	2	Û	2
Return to Standard Purchase C	rder: 21000	024587, 1 (Total USD Home Orde		From: Open Save Cancel	Preferences	1		
Privacy Statement							Copyright	(c) 2008, Oracle. All rights reserved
			0	While files from the internet comparately, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the mix?				

(1) Click on the **Open** or **Save** button to view the document. Then, the original Purchasing Document will be displayed.

SPO-21000024587-v1[1	l.pdf - Ado	obe Reader									- • ×
File Edit View Docum	tent Too	12	W Help								×
			02.7		•						
1	014								_	_	
	-				-			- Inter	Realizer Dates		î î
	÷.	educidiary of	Deutdanial Pate	niem Corporation Standard Pin	Purchase Order			Beviat Beviat	m tata la.m	L-2012	1
	-			MEIP TO	_			Crew 17			
	101 MAIN DOMA GATA	ST ST		6 DENTA DRIVE HUTTE 6000				ACTION OF	EX 75001-1747	- 1	
	PAL: (+1) CONTACT2	CONTACT2		MICLASS, TE TOTOS United States DECME. FAI:				PAX: AD DED	TI DEC AP DEMIN		
	Order 11	-701-1012	OES TEM	Ourseney Segment Yerne Not 70	Incolorse 2000	Inc	ofers Place	Prelight BO Plan ALLON	Yarna 25	ip Via	
	Role of Transportation Dect of Batry Resident Dy Plant Dectination Nation, Thome Top Viz 0 Classing Apart										
	P0 Line	FR Line		DESCRIPTI		-	QTY .	Bait Price	Total Item Value	Frontend Date	
				* Saller shall motify Soyer in . * hanridoon material/desperses * spylinghla onder transportation re	profe description, 14; profe description, 14; profettome.						
				Note to Repulse: Manie Styles AN							
				IN THE INFOLING PERISL. FOR WILL AN INVESTIGATE THE ACTION	CHOVE REALENOUS. OF TO						
				Cliff-Or-Lifeirs-OokStort/Lines Orlight Start							
				Accessed. Martin desiling of Del 77 - 794 TLL 60- Propert Beginnikasilani of Del 77 - 704 TLL 60- Beginnikasilani of Del 77 - 704 TLL 60- Beginnikasilani of Del 700 - 704 TLL 60- Tani - 5000 - 504 area (LL 10) Tani - 5000 - 500 - 50	12002-1800-00000-1000 68509 395						
				This perdam will offers to UF fame as	d Conditions as per situiteent.		Trial	Annual (1988)	2,907		
1											
104											
										Page 1 of 12	



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

4.2 LINE INFORMATION - PO DETAILS SECTION

The line Information provides the specific detailed data of the services and/or materials requested by CRC.

IMPORTANT: This section is applicable to Global Blanket Purchase Agreements, Standard Purchase Order, Blanket Purchase Agreements and Blanket releases. Global Contract Purchasing Agreements (GCPA) does not have lines. For a description on each of the fields displayed, see Exhibit 3.1 PO Details – Line Information.

PO Details					_							_	
Show All Detai	Is Hide All Details	5											
Details Line	Туре	Item/Job	Supplier Item	Description	UOM	Qty Price Amoun	Note To t Supplier	Start Status Date	End Date	Attachments	Reason	Contract Number	(1
<u>Show</u> 1	Goods		test00EA	Sample Goods no Price Break	EACH	15		Open					
+ Show 2	Goods		test01EA	Sample with Price Break	EACH	10		Open					
<u> Show</u> 3	Services		test02-sample1 HRS	Sample Services no Price Break	HOUR	30		Open					
<u>Show</u> 4	Services		test03-sample2- number4	Sample Services with Price Break	HOUR	50		Open					
E Show 5	3rd Party		test04EA	Sample	EACH	1		Open					
Show 6	Reimbursable		test05EA	Sample	EACH	1		Open					

- (1) Under the PO Details section, the specific line information is displayed. This includes information such as the Line number, Line Type, Description, Quantity, Price, Amount, etc. Verify the information entered is correct. For additional information, see Exhibit 3.1 PO Details Line Information. According to the PO Type the system will display one of the following:
 - Shipments Information (only applicable to Blanket Releases or Standard Purchase Orders). Go to step 4.2.1 Shipment Information.
 - Price Break (only applicable to Global Blanket Purchase Agreements. Go to the Step <u>4.2.2 Price Break</u> Information.

4.2.1 SHIPMENT INFORMATION - ONLY APPLICABLE TO SPO OR BR

Shipment Information is defined for each line ordered through **Blanket Releases (BR)** and **Standard Purchase Orders (SPO)**.

IMPORTANT: For a description on each fields displayed, see	Exhibit 3.2 PO Details – Shipment Information.
--	--

PO Details															
Chow All Details	Lands All Details														
Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Note	To Supplier	Status	Start Date	End Date	Attachments	Reason	Contract Number
∃ Hide 1	Reimbursable		ReimbursableEA	Reimbursable	EACH	3	5	15.00		Finally Close	d				
Shipments															2
			Qty		A	nount									
Shipment Ship	p-To Location		Ordered Receive	ed Invoiced Or	dered Re	ceived	Invoice	d Promised Da	ate Need-By	Date	Payment Sta	tus Status	Supplier L	ine Split F	leason Attachment
1	And Address of the Automatical States		3	3	15.00		15.0	0	08-Nov-2	013 10:07:18	Not Paid	Finally Clo	ised		
€ Show 2	Reimbursable		ReimbursableEA	Reimbursable	EACH	3	5	15.00		Finally Close	d			1	

- (1) Click on the **Show All Details** hyperlink to view all line details or click on the **Show** hyperlink to view a specific line.
- (2) The system will display details such as the Ship-To- Location, Quantity, Amount, Promise Date, Need By Date, etc. Verify the information provided is correct. For additional information, see <u>Exhibit 3.2 PO</u> <u>Details – Shipment Information.</u>



User Guide – View and/or Accept Purchasing Documents

4.2.2 PRICE BREAK INFORMATION – ONLY APPLICABLE TO GBPA OR BPA

Price breaks may be defined for each line. These may include discounts for quantity or discounts for term dates.

IMPORTANT: For a description on each fields displayed, see Exhibit 3.3 PO Details – Price Break Information.

PO Details																		
		G	N															
Show All Details	Hide All Details)															
Details Line	Туре	Item/Job	Supplier Item	Description				UOM	Qty	Price	Amount Not	e To Supplier	Status	Start Date	End Date	Attachments	Reason	Contract Number
⊞ Show 1	Services			Monthly Rental				MONTH		455			Open					
Show 2	Services			2 Steps				EACH		25			Open					
⊕ Show 3	Services		D814BAG	D814 - ZONELO	K SC Solution			BAG		28.33			Open					
- Hide A	Services		D815BAG	D814 - ZONELO	K SC Solution			BAG		28.45			Open					
Price Breaks																		(
Shipment	Ship-To Location	Qt	Price Bre	eak Payment Status	Status	Supplier Line	Discount (%)	1	Start Eff	ective Dat	e	End Effective D	ate	Split	Reason	Attachments		Price Differentials
1		1	27	.55	Open		3.16344											
2		3	3 25	i.88	Open		9.03339											
3		_	5 24	.98	Open		12.19684											
E Show 5	Services		D826BAG	D826 - Chemical	Wash CW7			BAG		21.99			Open					
⊕ Show 6	Services		D827BAG	D827 - Chemica	Wash CW100			BAG		26			Open					
B Show 7	Services		D889BAG	D889 - Cement,	CO2 Resistant			BAG		83.76			Open					
<u>⊟ Hide</u> 8	Services		D892BAG	D892 - Chemica	Wash CW9			BAG		92			Open					

- (1) Click on the **Show All Details** hyperlink to view all line details or click on the **Show** hyperlink to view a specific line.
- (2) The system will display the Price Break details, such as the **Ship-To- Location, Quantity, Price Break**, **Discount**, etc. Verify the information entered is correct. For additional information, see <u>Exhibit 3.3 PO</u> <u>Details Price Break Information</u>.

4.3 ELECTRONICALLY ACCEPT OR REJECT PURCHASING DOCUMENTS – ONLY APPLICABLE IF NOTIFICATION SUBJECT REQUIRES YOUR ACCEPTANCE

Once the Purchasing Document has been reviewed, the Supplier will proceed to acknowledge and accept or reject it before the due date.

By accepting the Purchasing Document, the Supplier is communicating that they have reviewed the Purchasing Document and accept the offer contained in the Purchasing Document, creating a binding agreement.

By rejecting the Purchasing Document, the Supplier is communicating that they believe that the Purchasing Document does not reflect the agreed upon quote. If there is a discrepancy between the final quote and the Purchasing Document; the Supplier can use a note to communicate this information to the buyer. The buyer will either revise the Purchasing Document or cancel it.

IMPORTANT: The rejection of a Purchasing Document is not a new negotiation, a rejection is only executed to correct a mistake made on the Purchasing Document regarding agreed terms and conditions.



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

ome Orders Shipments N	egotiations Finance Pro	duct Admin						
Orders: Purchase Orders >	Purchase History Deir	verables						
Standard Purchase Order: 21000	24587, 0 (Total USD 2,907.00	0						
Currency=USD					Actions	Acknowledge	- Go Expor	t
								-
Order Information						(9	
		Terms and	Conditions			Summary		
General						Total 2	2,907.00	
Suppl	er SUPPLIER TRAINING	Paymer	Carrier			Invoiced (0.00	
Supplier S	te DOHA		FOB			Payment Status	lot Paid	
Pilot C	DOHA, QATAR	Freigh	st Terms NO FREIGHT					
Buy	er	Shippine	g Control					
Order Da Descripti	te 09-Jul-2012 17:07:45 pp - SCOPE OF WORK	Shin-To A	drees					
Stat	us Requires	Ship TO Pa	NI CAS					
Note to Cupel	Acknowledgment	Address	1280 PIER G AVE.					
invis to Suppl	ACCEPT THIS PURCHASE		LONG BEACH, CA 90	802				
	ORDER IN THE ISUPPLIER PORTAL, YOU	Bill-To Add	iress					
	WILL RECEIVE	Address						
	COMPLETE THE ACTION							
Operating U	nit Oil and Gas Corp		ADDISON, TX 7500	-1747				
Supplier Order Numb	er							
PURCHASING DO	CUMENT TYPE PO							
MSA/CP	A REFERENCE							
INC	INCOTERM DTERM PLACE							
FREIGHT	FORWARDER							
PO MODE OF TRAN	RT OF ENTRY ISPORTATION							
CLE PROPONENT - CONT	ARING AGENT							
PROPORENT - CONT	I HIM I							
EFFECTIVE	START DATE							
PHYSIC	AL LOCATION							
REVISI	ON CATEGORY CONTRACT							
COUNT	CONTRACT)							
CONTRAC	T CATEGORY							
Attachments		SCHEW						
PO Details								
Show All Datails Hida All Datails								
and the period they on period					EXPO	RT	EXPORT	
St Details Line + Type Item/Job It	upplier em Description UOM O	Note To ty Price Amount Sunction	Start End Status Date Date Att	achments Reason FC	SCHEDULE LICEN	SE RED MANUFACTURER	PART LICENSE	CRITICALITY HTS Contrac CODE CODE Number
Hide 1 Goods	Fisher 4" 8580 EACH	1 2907 2,907.00	Dpen		- u qui			erer namour
	valve & actuator per							
	quote 019E-DJ-							
	0045009/thums							
hipments								
	Obv	Amount						
Shipment Ship-To Location On	dered Received Invoiced 0	Amount Invoice	d Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason Attachment
1 THM PIER G	1 2	907.00	09-Jul-2012 17:05:25	09-Jul-2012 17:05:25		Requires Acknowledge	nent	
Return to Orders: Purchase Orders					Arth	Acknowledge	• Go F	xport
					160			

(1) From the **Actions** dropdown menu, select the **Acknowledge** option. Then, click on the **Go** button. The following screen will appear.

Home Orders Shipments Nego	tiations Finance Produc	t Admin			
Purchase Orders Agreements Orders: Purchase Orders > View Orde Standard Purchase Order: 210000245 Currency=USD	Purchase History Delivera r Details > 87, 0 (Total USD 2,907.00)	bles		Cancel Reject Entir	2 re Order Accept Entire Order Export
General		Terms and Cor	ditions		Related Information Receipts
Supplier Supplier Site Address Buyer Order Date	SUPPLIER TRAINING DOHA 101 MAIN ST DOHA, QATAR 09-Jul-2012 17:07:45	Payment Te Ca Freight Te Shipping Cor	rms Net 30 rrier FOB Imms NO FREIGHT ALLOWED		Invoices Payments

Intellectual property restrictions. CRC proprietary information.



User Guide – View and/or Accept Purchasing Documents

(1) As needed, click on the Cancel button to return to the previous Purchasing Documents Details screen.

IMPORTANT: The document status will remain the same. The Supplier will still have to accept or reject the Purchasing Document. Start the steps again to perform this process.

(2) Click on either the Accept Entire Order or Reject Entire Order button. The following screen will appear.

IMPORTANT:

- By accepting the Purchasing Document, the Supplier communicates that the Purchasing Document details are correct and accepts the offer contained in the Purchasing Document, creating a binding agreement.
- By rejecting the Purchasing Document, the Supplier communicates that the Purchasing Document details differ from the final agreed upon quote. The Supplier can indicate differences through a note. The buyer will either revise the Purchasing Document or will cancel it.

Home Orders	Shipments Negotiations Finance Product Admin	
Purchase Orders	s Agreements Purchase History Deliverables	
Orders: Purchase	Orders > View Order Details > Acknowledge for Standard Purchase Order >	
Acknowledge F	Purchase Order 21000024587	
		Cancel Submit
Description	PO - SCOPE OF WORK	
Currency	USD	
Order Date	09-Jul-2012 16:30:18	
Action	Accept	
Note to Buyer	PURCHASE DOCUMENT ACCEPTED BY	Cancel Submit

- (1) Use the Note to Buyer field to communicate any issue to the buyer.
- (2) Click on the **Submit** button, then a confirmation message will appear in the **PO Acknowledgement Confirmation** screen.





(1) Return to the main screen by clicking on the Return to Purchase Order Summary hyperlink

tome	Orders S	shipments Neg	jotiations Fi	nance Product Admin						
urcha	ase Orders	Agreements	Purchase His	story Deliverables						
urcha	ase Orders									
										Export
View	S		_							
View	w All Purcha	ise Orders		+ Go					Advan	ced Search
									© Previous 1-25	• Next 25 @
Select	PO Number	Operating Rev Unit	Document Type	Description	Order Date 🛩	Buyer	Currency	Status	© Previous 1-25	• <u>Next 25</u> @
Select	t PO Number 21000024585	Operating Rev Unit Oll and Gas Corp	Document Type Standard PO	Description SPO - SCOPE OF WORK	Order Date 10-Jul-2012 10:18:51	Buyer	Currency	Status Requires Acknowledgment	© Previous 1-25 Acknowledge By 12-Jul-2012 00:00:00	• <u>Next 25</u> (Attachment
Select	t PO Number 21000024585 21000024587	Operating Rev Unit Oil and Gas Corp	Document Type Standard PO Standard PO	Description SPO - SCOPE OF WORK PO - SCOPE OF WORK	Order Date - 10-Jul-2012 10:18:51 10-Jul-2012 08:44:33	Buyer	Currency USD USD	Status Requires Acknowledgment Accepted	© Previous 1-25 Acknowledge By 12-Jul-2012 00:00:00 12-Jul-2012 00:00:00	Next 25 G Attachment D

(1) The Purchasing Document **Status** will have changed to **Accepted** or **Rejected** according to actions taken. The buyer will receive an automatic email notification with this information.

4.4 VIEW RELATED TRANSACTIONS TO PURCHASING DOCUMENTS

On the **Purchasing Document Details** screen, Suppliers can also access transaction documents related to the Purchasing Document such as receipts, invoices, payments, and shipments. From this screen Suppliers can also manage deliverables associated with the Purchasing Document.

Home Orders Shipments Negotia Purchase Orders Agreements Production Orders: Purchase Orders > Standard Purchase Order: 21000048338, 3 Currency=USD Standard Purchase Order: 21000048338, 3	Itlons Finance Product Admin Irchase Hstory Deiverables I (Total USD 140,000.00)		Actions Manage Delverables • GO Export
Order Information			
General Suppler Ste Address 107 H00 Buyer	-EIS HOUSTON 200 BELLAIRE USTON, TX 77401	Terms and Conditions Payment Terms Net 30 Carrier FOB FreqUet Terms FREIGHT PREPAY & ALLOW, SELLER PAYS & INCLUDES IN PO FPUEC Stepping Control	Summary Total 140,000.00 Received 0.00 Invoiced 0.00 Payment Status Not Pald
Order Date 05- 100 Description Tes Status Rec Ack Note to Suppler * Operating Unit. Oll Sourcing Document Sourcing Document	Sep-2013 25:37 I PO from GBPA galres nowledgment and Gas Corp	Ship-To Address Address Address Address Address	

(1) From the Actions dropdown menu, select the applicable option: Manage Deliverables, View Receipts, View Invoices, View Payments, or View Shipments associated with the Purchasing Document. Then, click on the Go button. The system will display the requested information.



4.5 VIEW PURCHASING DOCUMENT HISTORY – REVISION DETAILS

The **Orders** tab allows Supplier to search for details regarding the revision history of a Purchasing Document, and the ability to compare the current Purchasing Document in place with the previous versions.

Home Orders Shipments Negotiations Finance Prod	act Admin					
Purchase Order Revision History						
						Export
Simple Search						
Note that the search is case insometive PO Number 2100004822 Release Number Rev Occurrent Type Craston Date Revised Date Operating Unit						Advanced Search
PO Numb 3 Rev Operating Unit Description	Buyer Creation Date	Revised Date *	Currency Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Chang 4
2100004822 10 OI and Gas Corp TEST Price Breaks/ Price Overn	de 07-Aug-2013 14:	42:41 28-Aug-2013 16:00:56	USD			1
						Export

- (1) Click on the **Purchase History** hyperlink.
- (2) Populate the search criteria to narrow the search or leave it blank to search for all Purchasing Documents, then click on the **Go** button. The applicable Purchasing Documents will be displayed.
- (3) Optionally, click on the **PO number** hyperlink in the **PO Number** column to access the detailed information of the Purchasing Document.
- (4) Click on the appropriate icon in the **Compare** columns to view the version changes for the selected Purchasing Documents. Then, the **PO Comparison Results** screen will appear.

Home Orders Purchase Orders	Shipments Neg Agreements	otiations Finance I Purchase History D	Product Admin elverables			
Orders: Purchase H	listory >					
PO Comparison Re	esult					
	PO	Number 21000048229 Revision 10 Type Blanket Agree Currency USD	ment	Ship-Te Location Ship Via FOB Bil-Te Location		Compare to Original Po Payment Terms Net 30 Fregit XXNO FREIGHT_ALLOWED Bayer
Show All PO Cha	anges sorted by Revision, Li	ne and Shipment.				3 0
						③ Previous 1-10 • Next 10 ②
Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered
)	2					Price Limit
	3	0169271.A				Price Limit
	3	0169271.A	3			Vew
	3	0169271.A	1			Vew
	3	0169271.A	2			vew .
	4	0002002.5				Price Limit
	3	0169271.A				Price Limit
						Bil-To Location
						hp-To Location
						Amount Limit
eturn to Orders: Pr	urchase History					O Prevous 1-10 Next 10 2 Compare to Original PO Compare to Previous PO

- (1) Compare the current Purchasing Document with the original version by clicking on the **Compare to Original PO** button.
- (2) Compare the Purchasing Document in place with the previous version by clicking on **Compare to Previous PO** button.
- (3) The **Show All PO Changes** section displays under which revision changes took place and in some cases which sections of the Purchasing Document the changes were made.
- (4) The Field Altered column displays the specific changes made to the Purchasing Document.
- (5) Click on the Return to Order: Purchase History hyperlink to return to the previous screen.



VIEW ORDERS RELATED TO SPECIFIC GBPA / GCPA 5

The Orders tab – Agreement Hyperlink allows Suppliers to access the Standard Purchase Orders related to a Global Blanket or Contract Purchase Agreement, or Blanket Release related to a Blanket Purchase Agreement.

	15-11MR								
		\mathbf{U}							Export
ple Search									
that the sear	ch is case in	neancitiva	0	2				Advance	d Search
HOL UNC SCORE	CIT ID Course in	PO Number	-0	9				- to runce	o search
		Global							
	Effectiv	ve-From Date							
	Effe	ctive-To Date							
$\overline{\mathbf{a}}$	Effe	ctive-To Date Go Clear			5	6	\overline{O}	(8)	
3 (umber Rev	Effe	ective-To Date Go Clear	Buyer	Order Date - Currer	Effection from	6 Date	7 Status	8 Attachments	Upload Status
3 (umber Rev 0024624	Effe 4 (ision Glob: 0 No	Go Clear al Description BPA-SCOPE OF WORK	Buyer	0rder Date - Currer 16 Jul-2012 18:04:47 USD	Effection rom ncy Date 18-Aug-2012	6 bate 11-Jul-2013	7 Status Requires Acknowledgment	8 Attachments	Upload Status
3 umber Rev 0024624 2024616	Effe tision Globs Q No 2 No	ective-To Date 60 Clear al Description BPA-SCOPE OF WORK BPA-SCOPE OF WORK	Buyer	0rder Date - Currer 16-Jul-2012 18:04:47 USD 12-Jul-2012 15:05:51 USD	Effecto ncy Date 18-Aug-2012 10-Jul-2012	6 Date 11-Jul-2013 10-Jul-2013	7 Status Requires Acknowledgment Open	8 Attachments Dia	Upload Status
3 Rev 0024624 0024616 0024603	Effe 2 2 2 No 3 No 6 No	Clear al Description BPA-SCOPE OF WORK BPA-SCOPE OF WORK BPA-SCOPE OF WORK	Buyer	0rder Date Currer 16.3ui-2012 18:04:47 USD 12-3ui-2012 15:05:51 USD 12-3ui-2012 13:20:17 USD	5 ncy Date 18-Aug-2012 10-Jul-2012 10-Jul-2012	6 bate 11-Jul-2013 10-Jul-2013 11-Jul-2013	7 Status Requires Acknowledgment Open Open	Attachments Dia Dia Dia	Upload Status

- (1) Click on the Agreements hyperlink.
- (2) Populate the search criteria to narrow the search or leave it blank to search for all agreements, then click on the **Go** button. The applicable agreements (GBPA or GCPA or BPA) will be displayed.
- (3) The PO Number column shows the Purchasing Document number, as needed click on the PO number hyperlink. Then, the Release table will be displayed showing the releases (or Standard Purchase Orders as applicable) related to the Purchasing Document. Go to Step 5.1 Standard Purchase Orders Related To GBPA / GCPA Or Blanket Releases Related To BPA.
- (4) The Revision column displays the number of times that a Purchasing Document has been revised. As needed, click on the number hyperlink in the **Revision** column. Then, the **PO Comparison Results** screen will appear. For additional information, see section above (4.5 View Purchasing Document History – Revision Details.)
- (5) The Effective From Date column displays the date the agreement went in to effect.
- (6) The Effective To Date column displays the date the agreement will expire.

NOTE: Actual contract expiration date is shown within the PO Details screen.

- (7) The Status column displays the Purchasing Document statuses. For additional information, see Exhibit 6. PO Status.
- (8) In the Attachments column hover over, or click on the icon to see all of the documents attached to the Purchasing Document including the agreement. For additional information, see section 4. View Purchasing **Documents Details.**
- (9) Click on the Export button to export all the general information for the Purchasing Documents to an Excel document.

5.1 STANDARD PURCHASE ORDERS RELATED TO GBPA / GCPA OR BLANKET RELEASES **RELATED TO BPA**

Once clicked on the **PO number** hyperlink, then the **Release** table will be displayed showing the releases (or Standard Purchase Orders as applicable) related to a specific Purchasing Document.



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

me Orders Shipmer	ts Negotiations Finance P	Product Admin				
chase Orders Agreements Purchase History Deliverables						
ders: Agreements >						
obal Blanket Agreement	21000048489 Revision: 7					
	PO Nu Re Deso Cur	Imber 21000048489 Vision Z Iption MSA-05-G0003-DABR- STIMULATION AND FR/ rency USD	STIM AND FRAC-ODESSA-DABR- AC-ODESSA	Approved Suj Effective Start	Date 16-Sep-2013 13:59:27 ppler Wyer tatus Date 01-Nov-2012	
	Amount Rei.	Global Yes Date 28-Sep-2014				
Releases	Amount Reh Effective End	eased 5,500,00 Global Yes Date 28-Sep-2014				
Releases O Number	Amount Rei t Effective End Revision	ased 5,500,00 Jobal Yes Date 28-Sep-2014 Status	Order Date	Currency	Amount	Receipts
Releases O Number 1000048735	Amount Reb Effective End Revision	Jobal Yes Date 28-Sep-2014 Status Approved	Order Date 16-Sep-2013 14:09:52	Currency USD	Amount 500.00	Receipts



CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC) User Guide – View and/or Accept Purchasing Documents

EXHIBIT

1. EXHIBIT - PURCHASE ORDER VIEW COLUMNS

Suppliers may access Purchase Orders under this view.

Home	Orders Sh	ipments Negotiations Finance Pro	Juct Admin						
Purcha	se Orders	Agreements Purchase History Delive	rables						
Purcha	se Orders								
									Export
View	s								
Viev	All Purchase	orders • Go	1					Advar	• Next 25 (2)
Select	PO Number	Rev Operating Unit Document Type	Description	Order Date *	Buyer	Curren	cy Status	Acknowledge By	Attachmer
0	21000048927	Z Oil and Gas Corp Global Blanket Agreeme	nt B2B Testing - IP & MS.	18-Nov-2013 08:20:12		USD	Open		
0	21000049067	0 Oil and Gas Corp Standard PO	11000033387-Invoice# JBNEWUPLOAD202 - TEST	15-Nov-2013 07:29:30		USD	Finally Closed		
0	21000049043	Oil and Gas Corp Standard PO	11000033369-Invoice# ARTESTPODOC01 - Test	08-Nov-2013 15:47:22		USD	Finally Closed		
0	21000049041	0 Oil and Gas Corp Standard PO	11000033353-Invoice# PRICEB287GGGG - TEST CASE 17-GGGG B28	07-Nov-2013 10:07:39		USD	Finally Closed		
0	21000049040	0 Oil and Gas Corn Standard PO	11000033352-Field Ticket# ETPRICETEST02 - test price break for field ticket	07-Nov-2013 09:57:38		USD	Finally Closed		

(1) The screen defines the following columns:

- The PO Number column displays the Purchasing Document number. As needed click on the PO number hyperlink to access the Purchasing Document details.
- The Rev (Revision) column displays the Purchasing Document Revision number. If revisions have not been made to the Purchasing Document, it will display the number 0. As needed, click on the Revision number hyperlink to view the changes / updates that have been made to the Purchasing Document.
- The **Operating Unit** column displays the CRC Operating Unit that issued the Purchasing Document.

The Document Type column displays the document type. See Exhibit 4. Purchasing Document Type. IMPORTANT: CRC arbitrarily assigns the applicable Document Types to contracts Depending on how to order and invoice against the Purchasing Document (Contracts, Purchase Orders, Services Orders, Master Agreements, etc.)

- The **Description** column displays the contract name according to the CRC internal conventions:
 - The Purchasing Document Type Acronyms (e.g. MSA Master Service Agreement, CT Statement 0 Commercial Terms, PO - Purchase Order, SO - Service Order, etc.),
 - The Legacy Document Number if the Contract was created with the previous contract numbering 0 system. E.g. (MSA 21-4323), (SCT 2013-34), etc.
 - The Scope of Work as stated in the Contract. E.g Gas Compressors for Project XX, Logging services for 0 Permian Basin, etc.

NOTE: If the SPO was created to support an invoice created against a GBPA through Supplier Charges, the convention is INV Number XXXX.

- The Order Date column displays the date the Purchasing Document was issued.
- The Buyer column displays the name of the CRC buyer. As needed, click on the Buyer's Name hyperlink to view the buyer's contact information.
- The **Currency** column shows the currency used in the Purchasing Document.
- The **Status** column displays the Purchasing Document statuses, see Exhibit 1.5 Purchase Order Status.
- The Acknowledge By column displays the due date the Supplier must accept or reject the Purchasing Document.
- The Attachments column displays which documents have attachments included with the Purchasing Document. Click on the Attachments icon to view the attachment. For additional information, see section <u>4.1 - View Purchasing Documents Details</u>.



CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC) Version 1.0 User Guide – View and/or Accept Purchasing Documents December 1,

2. EXHIBIT - PURCHASE ORDER - HEADER INFORMATION

Home Orders Shipments Negotiations Finance Product Admin		
Purchase Orders Agreements Purchase History Deliverables		
Orders: Purchase Orders >		
Bianket Purchase Agreement: 21000046237, 3 CurrenovelISD		
		Actions Manage Deliverables Go. Export
Renders Renderson Marcon		
Order Information		
General	Terms and Conditions	
Suppler Soupler Sa: ISS-US MONSTON Addres: 10005100, 1X 72401 Nove	Payment Terms Net 30 Conv Food Project Terms Instant PREPAY & ALLOW, SELLER PAYS & INCLUDES IN PO PARCE Shoping Cancel	
Order Date 07-Oct-2013 13:13:26	Ship-To Address	
Description Adriana Test Suppler Charges Status Note to Suppler Operating Unit: Oll and Gas Corp	Address 6 DESTA DRIVE SUIT 6000 HIELAND, TX 79705	
Sourcing Document	Bill-To Address	
Suppler Order Number PUROASSING DOCUMENT TYPE SCT Statement of MSA/GPA REFERENCE 21000031189	Address ADP SUPPLIERS: SUBMIT ALL INVOICES PER ADP SUPPLIER GUIDELINES ,	
PRICE PURCHASHING CONTRACTOR OF THE AT A CONTRACTOR OF TO AT A CONTRACTOR OF THE AT A CONTR		
Wel Con		
OPEN FOR BIVOICING FLAG PROPONENT - CONTRACT OWNER CONTRACT EXP DATE 30-3un-2014		
PHYSICAL LOCATION GWS 9.006 REVISION CATEGORY CONTRACT		
CONTRACT CATEGORY 200-FRACTURING SERVICES REVICES REVICES		
Attachments <u>View</u>		

	Purchasing document Key Information
Data	Description
	Section General - Information shared across all Document types
Supplier	The name of the Supplier.
Supplier Site	The Supplier Site issued for the Purchasing Document.
Address	The Supplier's physical address.
Buyer	The name of CRC's Supply Chain person responsible for the Purchasing Document on the
	Commercial side. Click on the full name hyperlink to access the contact information.
Order Date	The date the Purchasing document was issued.
Description	The description of the Purchasing Document.
Status	For a list of statuses along with the descriptions, see Exhibit 6 PO Status.
Note to Supplier	This will display any notes, instructions or comments provided by CRC to the Supplier.
Operating Unit	CRC's operating unit where the Purchasing Document was issued.
Sourcing	If applicable, the RFQ number will be displayed in this field.
Document	
Supplier Order	If provided by the Supplier, the Supplier Internal Order Number will be displayed.
Number	
Purchasing	For a list of purchasing document types, see Exhibit <u>4 Purchasing Document Type.</u>
Document Type	
MSA/CPA	If the Purchasing Document references a Master Agreement, the Global Contract Purchasing
Reference	Agreement (GCPA) number that represents the Master Agreement will be displayed. To view
	the Master Agreement, use this number to search and access the Document.
Proponent –	The name of the Non Supply Chain Person who is also responsible for the Purchasing
Contract Owner	Document on the operational side.
Physical Location	CRC Internal Contract Filing Location
Revision Category	CRC internal revision type classification. (New Contract, Amendment, Update, etc.)
Contract Category	CRC internal service/material category classification.
	Section General - Information specific for GBPA, GCPA, BPA

2014



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

	Purchasing document Key Information			
Data	Description			
Contract	Actual contract expiration date.			
Expiration				
Open For	If system displays Yes, this allows Suppliers to continue submitting charges after the			
Invoicing Flag??	agreement is closed.			
	If system displays No or is left blank, this means the agreement has been disabled from			
	allowing Suppliers to submit charges after the agreement is close.			
Section General - Information specific for SPO and BR				
Incoterm	If international commercial terms are applied to the agreement, it would be displayed in this field.			
Incoterm Place	Name of the location.			
Freight Forwarder	Supplier CRC uses (international) to deliver materials.			
Port of Entry	Location by which materials may enter a country.			
Mode of	Method for transporting materials.			
Transportation				
Clearing Agent	Individual responsible for inspecting and clearing materials.			
Effective Start	The date the document is signed.			
Date				
Effective End	The date the document is scheduled to expire.			
Date				
Country of Origin	Where the materials are coming from.			
	Section Terms and Conditions			
Payment Terms	Terms and conditions Supplier and CRC agreed to.			
Carrier	Currently not in use.			
FOB	Destination, Origin, In Transit Location			
Freight Terms	Terms and conditions Supplier and CRC agreed to.			
Shipping Controls	If shipping controls are applied to the agreement, it will be displayed under this field.			
	Section Ship-to Address			
Address	Location of CRC facility for shipping/delivery of goods or services. Purchasing Document			
	lines can indicate different Ship-to-locations.			
	Section Bill-to Address			
Address	Instructions for submitting invoices. For paper invoices, this field will indicate the physical			
	CRC address invoices must be mailed to. In the case of electronic invoices, this field will			
	indicate which system the invoice should be submitted to (iSupplier Portal or ADP).			



CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC) Version 1.0 User Guide – View and/or Accept Purchasing Documents

December 1, 2014

3. EXHIBIT - PO DETAILS

3.1 PO DETAILS - LINE INFORMATION

PO Details for Line Information displayed below:

PO Details								
Show All Det	ails Hide All Detai	s						
Details Line	туре	Item/Job Supplier Item	Description	иом	Note To Qty Price Amount Supplier	Start Status Date	End Date	Contract (1 Attachments Reason Number
<u>Show</u> 1	Goods	test00EA	Sample Goods no Price Break	EACH	15	Open		
+ Show 2	Goods	test01EA	Sample with Price Break	EACH	10	Open		
<u> Show</u> 3	Services	test02-sample1 HRS	Sample Services no Price Break	HOUR	30	Open		
<u> Show</u> 4	Services	test03-sample2- number4	Sample Services with Price Break	HOUR	50	Open		
	3rd Party	test04EA	Sample	EACH	1	Open		
Show 6	Reimbursable	test05EA	Sample	EACH	1	Open		

	Line Specific Information
Columns	Description
Line Type	Might be listed as Goods, Services, and Price on Demand. For list of line types along
	with the description for each of the line types, see Exhibit 5 – Line Types.
Item/Job	CRC's internal item number.
Supplier Item	Supplier's internal item number.
Description	CRC's internal item description.
UOM	Unit of measure.
Qty	Agreed quantity ordered – Applicable to Releases or Standard Purchase Orders. Qty is
	not applicable to the following Line Type Items: Amount Based, Sales Tax, Tax Other,
	and Freight line types.
Price	Base price. This amount will not change.
Amount	Quantity ordered multiplied by the agreed price – Applicable to Blanket Releases or
	Standard Purchase Orders.
Note to Supplier	Note from CRC provided to Supplier.
Status	Status of the Line. Open, Closed, Finally Closed, etc.
Start Date	Date that PO line was open.
End Date	Date that PO line expired.
Attachments	Attachments related to the Purchasing Document lines with additional information
Reason	If a line is Closed or Finally Closed, a note is displayed to the Supplier providing reason.
Contract Number	Global Contract Purchase Agreement Number – Only Applicable to Standard Purchase
	Orders



3.2 PO DETAILS - SHIPMENT INFORMATION

PO Details for Shipment information displayed below:

PO Details														
Show All Details	Hide All Details													
Details Line	Туре	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Note To Sup	plier Status	Start Date	End Date At	tachments	Reason	Contract Numbe
<u>Hide</u> 1	Reimbursable		ReimbursableEA	Reimbursable	EACH	3	5	15.00	Finally Closed	ł				
Shipments														
			Qty		A	mount								
Shipment Ship-	To Location		Ordered Receive	d Invoiced Ord	dered Re	ceived	Invoice	ed Promised Date Nee	ed-By Date	Payment Sta	tus Status	Supplier L	ine Split R	eason Attachme
			-	2	15.00		15.		1	Mak Dald	Finally Class			

(1) Click on the Expand All hyperlink to display the Shipment table applicable to the lines. The table will include a line for each individual shipment requested.

Shipment Information						
Data	Description					
Shipment	How many shipment lines were created within a PO Line.					
Ship-To Location	Where material is being shipped.					
Qty	Ordered (Quantity Ordered), Received (Quantity Received) or Invoiced (Quantity Invoiced)					
Amount	Ordered (Amount Ordered), Received (Amount Received) or Invoiced (Amount Invoiced)					
Promised Date	Vendor agrees to ship out material.					
Need-By Date	When Buyer needs the material by.					
Payment Status	Status of the payment.					
Status	Status of the Line. Open, Closed, Finally Closed, etc.					
Supplier Line	PO Line Number of the agreement.					
Split	Line split by quantity, inventory or ship to location. Split is based on shipment lines.					

2014



3.3 PO DETAILS - PRICE BREAK INFORMATION

PO Details for Price Break information displayed below:

PO Details																		
Show All Details	Hide All Details																	
etails Line -	Туре	Item/Job	Supplier Item	Description				UOM	Oty	Price	Amount	Note To Supplier	Status	Start Date	End Date	Attachments	Reason	Contract Number
B Show 1	Services			Monthly Rental				MONTH		455			Open					
E Show 2	Services			2 Steps				EACH		25			Open					
FI Show 3	Services		D814BAG	D814 - ZONELO	CK SC Solution			BAG		28.33			Open					
Hide 4	Services		D815BAG	D814 - ZONELO	CK SC Solution			BAG		28.45			Open					
rice Breaks																		
Shipment	Ship-To Location	Q	ty Price Break Pa	yment Status	Status	Supplier Line	Discount (%)		Start Eff	ective Dat	e	End Effective I	late	Split	Reason	Attachments		Price Differentials
			10 27.55		Open		3.16344											
			8 25.88		Open		9.03339											
			6 24.98		Open		12 19684											

(1) The **Price Breaks** table applicable to the lines will be displayed.

Price Break Information						
Data	Description					
Shipment	How many shipment lines were created within a PO Line.					
Ship-To Location	Where material is being shipped.					
Qty	For a GBPA this would be the amount that needs to be ordered in order for the price					
	break rate to take effect.					
Price Break	The Price Break based on what was agreed in the GBPA.					
Payment Status	Status of the payment.					
Status	Status of the Line. Open, Closed, Finally Closed, etc.					
Supplier Line	PO Line Number of the agreement.					
Discount (%)	Percentage applied for a specific period based on the Price Break agreed in the GBPA.					
Start Effective Date	Start of the price break discount.					
End Effective Date	End of the price break discount.					
Split	Line split by quantity, inventory or ship to location. Split is based on shipment lines.					
Reason	If a line is Closed or Finally Closed, a note is displayed to the Supplier providing reason.					
Attachments	If attachments included at Shipment line level, it will be displayed in this column.					



User Guide – View and/or Accept Purchasing Documents

4. EXHIBIT – PURCHASING DOCUMENT TYPES

There are 5 different Purchasing Document types. Each Purchasing Document has a specific purpose and usage, as described below.

Purchasing Document Types	Description
Global Contract Purchase Agreement (GCPA)	 Used to specify terms and conditions under which goods and/or services will be purchased without indicating the specific goods and/or services that will be purchased. They could be set to be transactional across several CRC Companies (Qatar, Colombia, etc.). To place the actual order that defines items, quantities, prices. etc., CRC has to issue Standard Purchase Orders against it. The GCPA reference number can be viewed in the SPO lines. In the case of Master Agreements, they are also represented as GCPA but they are not transactional, CRC cannot issue Standard Purchase Orders against them.
Global Blanket Purchase Agreement (GBPA)	 Used for purchasing materials or services when the description of the goods and/or services are known but the delivery schedule of the goods and/or services is unknown. Global Blanket Agreements specify negotiated prices (Price Books) before the items are actually purchased and for a set period of time. They could be set to be transactional across several CRC Companies (Qatar, Colombia, etc.). To place the actual order, CRC has to issue Standard Purchase Orders against the specific GBPA. The GBPA reference number can be viewed in the SPO lines. Alternatively, if allowed, Supplier could also create Supplier Charges (invoices/field tickets) against GBPAs through the iSupplier Portal. The system will programmatically create a SPO against the GBPA to support the transaction.
Standard Purchase Order (SPO)	 Used for one-time purchases of materials or services when the description of the goods/services, pricing, quantities and delivery schedule are known. As indicated above, the SPO lines may reference to a Global Blanket or Contract Purchasing Agreement if applicable.
Blanket Purchase Agreement (BPA)	 Used for purchasing materials or services when the description of the goods and/or services are known but the delivery schedule of the goods and/or services is unknown. Blanket Agreements specify negotiated prices before the items are actually purchased and for a set period of time. They are only transactional by one specific CRC Company (Qatar, Colombia, etc.). To place the actual order, CRC will issue a blanket release against the specific BPA. The Blanket Release Number is the BPA number – Release Number (i.e. 21000032133-4, etc.).
Blanket Release (BR)	 Used for one-time purchases of materials or services against a specific BPA when quantities and delivery schedules are known.



User Guide – View and/or Accept Purchasing Documents

Version 1.0 December 1, 2014

5. EXHIBIT – LINE TYPES

There are 8 PO Line Types that might be listed in the Pricebook of an agreement. According to the PO Line Type applicable to each line item in the Pricebook, the system displays this information. Each PO line type has a specific purpose and usage, as described below.

Туре	Description
Goods	Material charges that should be within the scope of work of the Agreement. Unit of measure
	and base rate are populated per Pricebook information.
Services	Service charges that are within the scope of work of the Agreement. Unit of measure and
	base rate are populated per Pricebook information.
Price on Demand	Material/Services/Charges that should be within the scope of work of the Agreement, but are
	not specifically defined in the Pricebook.
Amount Based	Service items where the total amount to be paid is known but is not possible to define a unit
Services	of measure and a Unit Rate.
3rd Party	Services or Materials provided by a 3rd party (subcontractor) to be invoiced based on the 3rd
	party invoice value.
Reimbursable	Expenses to be reimbursed based on expense report. The expenses should be within the
	scope of work of the Agreement but they are not specifically defined in the Pricebook.
Sales Tax	A tax added to Services or Materials.
Tax Other	Taxes that are not sales tax, i.e. environmental taxes.
Freight	Transportation costs to be paid if they are segregated from the service/material rate. At the
	Buyer's discretion, this type of item may or may not be included in the Pricebook.

6. EXHIBIT – PO STATUS

There are 8 Purchase Order statuses. The table below displays the different PO Statuses:

Purchasing	Description
Documents Statuses	
-	
Open	The Purchasing document is valid and still open for receipt.
Requires	The Supplier must acknowledge the Purchasing Document. The Purchasing Document is
Acknowledgment	valid and open for receipt.
Accepted	The Purchasing Document is valid, open for receipt, has been acknowledged and accepted
	by the Supplier.
Frozen	The Purchasing Document is on Hold for some reason. Contact the Buyer who issued the
	Purchasing Document for further information.
Closed	The Purchasing Document is complete and is still available for invoicing.
Finally Closed	The Purchasing Document is complete and is no longer available for invoicing.
Cancelled	The Purchasing Document has been cancelled and is no longer needed.
Buyer Change	The Purchasing Document is being revised by CRC. After the new revisions are complete,
Pending	the document will be given a new revision number documenting the changes



	VCI31011 1.0
User Guide – View and/or Accept Purchasing Documents	December 1,
	2014