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 http://Suppliersupport.tatweerpetroleum.com 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
    - o 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
    - o 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.

- o 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.
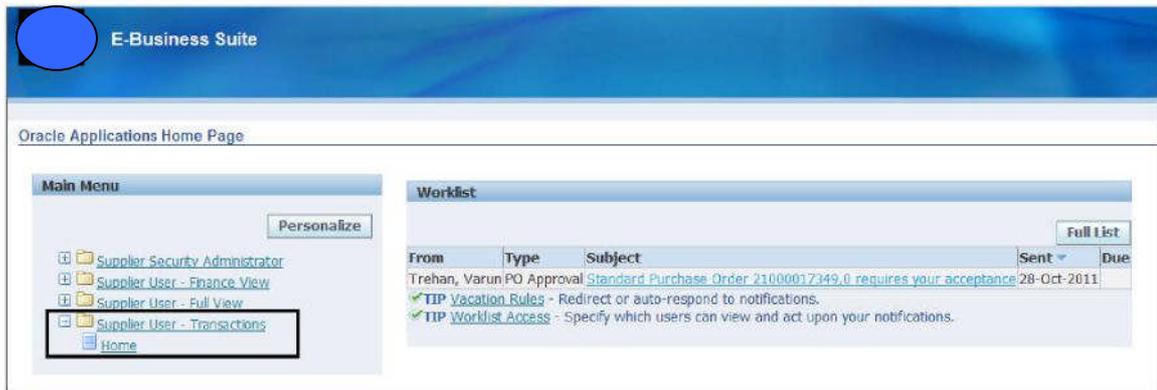   . Enter your User name and password and click on the "Login" button.

o 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)


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

o 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.
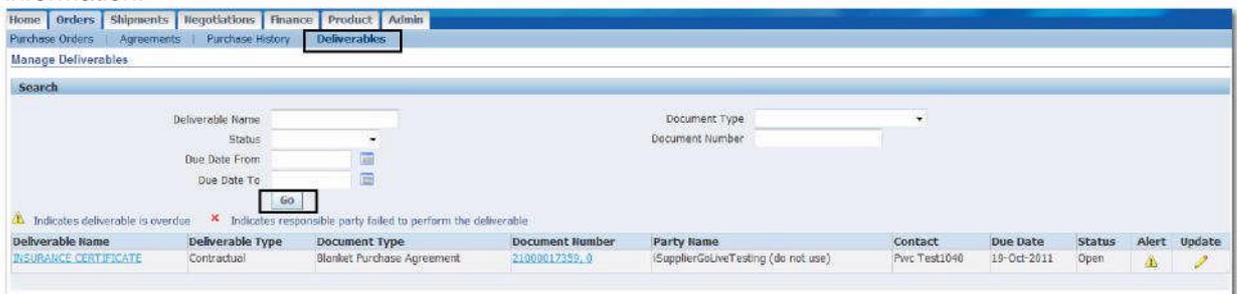
o Option 2 – Access Contractual Deliverables related to a Purchasing Document – All iSupplier Users with Supplier User – Transactions access level can access and update deliverables within any Purchasing Document. All iSupplier Users with Supplier User – Full View access level can access and only view 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.
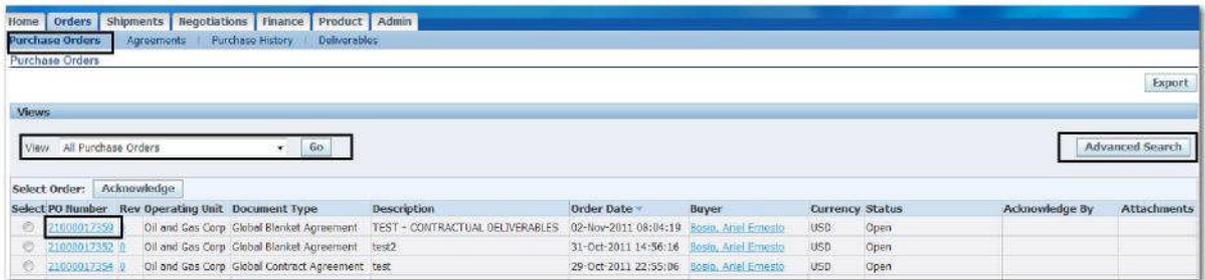
5. In the specific Purchasing Document screen, select the option "Manage Deliverables" in the "Actions" dropdown and click on the "Go" button.
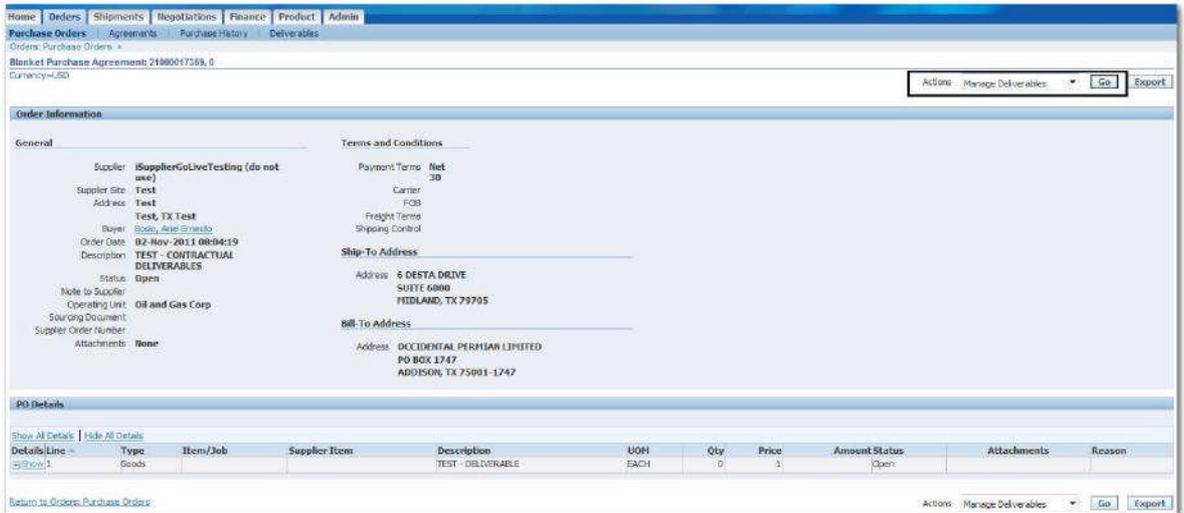
- o From any of the two options above, the "Manage Deliverables" screen will be shown. There, it is possible to view the Contractual Deliverables and other requested Documents/ Actions. The deliverable functionality is also used to support the Issue Management and Quality Meetings Processes.
  - 1. Understand 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:
      - o 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.
      - o 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 3rd Parties (ie. ISNetworld).
      - o Rejected: Contractual Deliverable related documentation/information was verified by Tatweer and it is inaccurate, incomplete or no satisfactory. Only Tatweer can reject submitted information.
      - o Completed: Contractual Deliverable related documentation/information was verified by Tatweer and it is satisfactory. Only Tatweer can set the complete status.
      - o 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

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

- "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 3rd Party. Then,
      - Supplier must submit the documentation to the 3rd Party.
      - 3rd 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 3rd 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.
 - Upload Attachments: Click on the "Add Attachment" button

- "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
- Click on the "Apply" button.

- The "Manage deliverables" screen will show the deliverable status updated (Submitted).
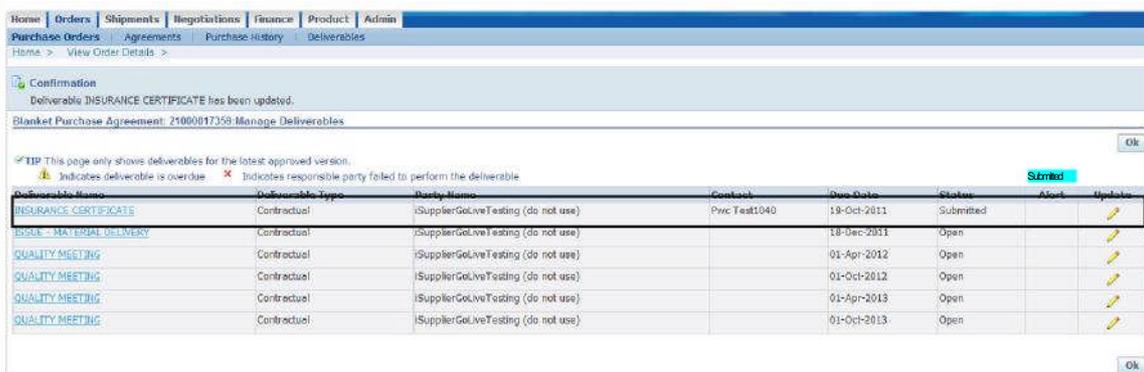
- An automatic email notification will be sent to the Tatweer Deliverable Requestor and Internal Contact to notify the change of status. These Tatweer Personnel will review the information submitted and will change the status to "Rejected" to ask more information or "Completed" to indicate that the Contractual Deliverable was successfully delivered.