

Invoice Preparation Checklist

This checklist will help you prepare your invoice correctly. Please note that BHP Billiton will reject non-compliant invoices, provide reason(s) for the rejection and request the Contractor to resubmit revised invoice. If an invoice is rejected, the payment terms will not begin until a corrected invoice has been submitted.

- Invoice MUST display the correct billing entity- this is the first line of the address found in the Invoice Address box on the bottom left of page one on the Purchase Order.
- Invoice MUST display the Purchase Order number.
- Invoice must be legible.
- Invoice must be written in English, unless otherwise stated on the Purchase Order.
- Invoice must reflect quantities being shipped.
- Invoice must be a valid tax invoice.
- Line item detail on invoices must reflect the detail provided in the Purchase Order.
- Invoices must be submitted with all relevant documentation signed by a BHP Billiton representative.
- Invoices must be submitted by region. Do not include multiple regions on one invoice
- Invoice must be submitted by a BHP Billiton specified project name. Do not include multiple projects on one invoice.
- All credit notes must reference the applicable order number and relevant invoice.
- Any VAT and/or any GST shall be billed as a separate line item on the order and in accordance with set country guidelines.

Additionally, for Services:

- After Services have been rendered, Personnel must populate a BHP Billiton standardized time sheet which must be signed or have written approval.
 - Timesheet must include the following information: Location type (Offshore, Office, and Travel), Physical Location of Work, Project/Well Name, AFT/Cost Center, and Hours/Days of work performed.
 - Contractor must attach the signed timesheet/ timesheet and written approval to the invoice submitted for payment. In addition to signed timesheets, all third party and transportation invoices must be submitted if applicable.
 - Overtime must be billed as a separate line item on invoice.
 - Contractor must obtain prior approval from BHP Billiton for subcontractor services. Subcontractor services must be in adherence to the contract, as outlined in the issued order, or in writing.
 - Personnel must submit original receipts to BHP Billiton for all travel and entertainment expenses claimed. Travel and entertainment expenses must be approved by the appropriate Company Manager prior to submittal by Contractor for reimbursement.
 - All travel and entertainment expenses claimed must be representative of the individual Personnel filing the claim. Expenses for other persons will not be reimbursed.
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- Credit card late fees will not be reimbursed, nor will travel cancellation charges unless the cancellation is requested by BHP Billiton and the Personnel makes the cancellation in a timely manner

Other information:

- Any changes, including but not limited to, banking information, remittance information, Contractor representative contact detail, email address, physical address, phone number, etc. shall be communicated in writing to a BHP Billiton representative in a timely manner.
- E-invoicing instructions are available upon request.
- If you are an E-invoicing vendor, please DO NOT submit duplicate invoices.
- Country specific invoices are available upon request.
- Standard submission of invoices and all supporting documentation should be emailed to the following address: psinvoices@bhpbilliton.com or faxed using the following fax numbers:
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Country	Toll Free	Direct Dial (use IDD code)
Australia (use IDD code)	+800 8203 6500	+ 60 3 2037 6500
Singapore (use IDD code)	+800 8203 6500	+ 60 3 2037 6500
South Africa	0800 982 425	+ 60 3 2037 6500
The Netherlands	0800 022 1676	+ 60 3 2037 6500
United Kingdom	+800 8203 6500	+ 60 3 2037 6500
Other Countries		+ 60 3 2037 6500
Note: if difficulties are encountered using the Toll Free number, please use the Direct Dial Number		