

Invoicing Instructions:

1. Payment terms will be (i) as mutually agreed between Buyer and Supplier; or (ii) if no agreement between Buyer and Supplier, Net 75 days. In the case of Goods, the payment term period will commence upon receipt of conforming Goods.
2. All invoices must be IN ENGLISH. Buyer shall advise Seller of specific information to be included on the invoice. Generally invoices for Goods shall include the following:
 - a. Purchase order number;
 - b. Supplier invoice number and date;
 - c. Payment terms;
 - d. Purchase price and supporting detail as required by purchase order. Contact Buyer for instructions if consigned inventory or hardware is provided without cost, or this Order includes exchange parts;
 - e. Packing slip number;
 - f. Shipping date;
 - g. Name of Supplier;
 - h. Billing Name & Address;
 - i. "Ship To" address, receiving well number and point of contact ;
 - j. Delivery Terms (e.g., FOB, CIF, DDP);
 - k. Port of entry;
 - l. Complete description of the Goods, including name, part number, serial number, quantity, weights and measures and any other identifying markings.
 - m. Country of origin (required for new parts only). This must be the country in which the Goods originally were manufactured;
 - n. If Goods procured under this Order are to be imported into the United States, Supplier shall state on its invoice the value of any Assists (as described in Title 19 Code of Federal Regulations) such as articles or materials provided to Supplier free of charge or at reduced cost by Buyer for Supplier's use to manufacture the Goods. To the extent any Assist is provided by Buyer, Supplier shall declare on each invoice whether the goods were manufactured or serviced using dies, molds, patterns, engineering services, financial assistance, etc. which are provided at no or reduced cost by Buyer (Supplier may refer questions to Buyer's Import Administration Department);
 - o. Any additional charges or credits (such as commissions, discounts, insurance, freight, packing, containers, coverings, rebates, drawbacks, subsidies, royalties, license fees, and/or the proceeds of any subsequent resale, disposal or use of the imported goods that accrue directly or indirectly to Supplier); and
 - p. Certain Goods require that Supplier coordinate in advance with Buyer's Import Administration Department in order to facilitate clearance through U.S. Customs and avoid additional charges. Such Goods currently include unprocessed metals or alloys, ball or roller bearings, machine parts, and metal-working machine tools. Buyer will advise Supplier if any other goods require such special coordination.