



ENSCO SERVICE VENDOR PO PROCESS

The purpose of this document is to provide an overview of the process that must take place when Suppliers are requested to perform services onboard Enesco drilling rigs or operating assets. This process will cover the following: (1) request for quotation, (2) issuance of Purchase Orders ("PO") for services, (3) daily timesheets and service summary timesheet report while onboard Enesco assets, (4) summation and reconciliation of final costs, (5) PO revision, (6) invoice submission and, (7) invoice payment. This process has been implemented in order to assist in the control of third party service personnel and the associated costs, to help expedite the billing and payment process, and to improve the overall efficiency for both Enesco and the Supplier. Adherence to this process will provide expectations for both parties, ensure prompt review of service work post completion, and accelerate payment of invoices.

1. Request for quotation

Prior to dispatch of service personnel to an Enesco rig or asset, Enesco will require a formal quotation detailing the type of personnel needed, estimated duration of work, description of services, rental equipment, foreseeable expenses, and any other details that are expected to be needed in order to complete the scope of work requested by Enesco. This quotation will be used to create an estimated PO.

2. Issuance of Purchase Order

PO's will be submitted to the supplier by an Enesco buyer via email or electronic delivery. This PO will be issued for the estimated amount as established in the quotation for completion of scope of work.

3. Daily Timesheets and Service Summary and Timesheet Report

Each day timesheets must be submitted which detail the amount of time charged to Enesco against the PO. Each timesheet will be reviewed and signed daily by the assigned Enesco job supervisor. Upon completion of all scopes of work specified in the PO, and before departing the Enesco rig or asset, the supplier service personnel will complete Enesco's Service Summary and Timesheet Report ("SSTR") which must include the daily timesheets as supporting documentation. The "SSTR" will be reviewed by the Enesco job supervisor and signed by both parties prior to service personnel departing the rig. The intent of this document is to summarize the total time used in performance of the services. The "SSTR" is not a final summary of charges to be billed.

***Note: Form to be made available to personnel upon arrival at Enesco facility or rig.**

4. Reconciliation of final costs

At time the PO is issued to the service provider the final costs for service are unknown and the original PO is issued at an estimated cost. PO revisions to include the final costs for the entire service must, therefore, be done after the work has been completed. To ensure an expedient PO revision the supplier must submit Enesco's "Service Work Final Cost Report" within ten (10) days of job completion. This report must contain an itemization of any and all charges that will be invoiced. The grand total amount must match the final invoiced amount that the supplier intends to submit. Upon receipt of this document, Enesco will review the charges for accuracy against signed timesheets, adherence to Enesco's PO terms and conditions, and overall correctness.

5. Purchase Order revision

Once Enesco has completed its review and agreed to the final costs on the "Service Work Final Cost Report", the PO will be adjusted to match the agreed amount and a revised PO will be submitted by the Enesco buyer to the supplier.

6. Invoice submission

After receipt of the revised PO by the supplier, the supplier should invoice Enesco as per the Terms and Conditions listed on the PO.

7. Invoice Payment

Invoices will be paid by Enesco per the payment Terms and Conditions on the Purchase Order. If the service and amounts do not match the Enesco revised Purchase Order, the invoice will be returned.



SERVICE SUMMARY TIMESHEET REPORT

Vendor Name:	Offshore Inspection Company				FM-CO-MAT-035				
ENSCO PO Number:	10013-000099999	EAM Service Order#:	SWR155-5586	EnSCO Rept. Requesting Service:	Marine Dept.				
Description of Service:	Inspect welds on handrails in stairwell column B								
Start Date: 06/11/2015	End Date: 06/14/2015	Location: EnSCO 8301	Supplier Job Ref# OWC99959	Notes: Reported to Marine HOD					
Summary of Charged time									
	Position	Days	Regular Hours Charged	OT Hours charged	Travel time to rig (estimated)	Travel time home (estimated)	Estimated Lodging Nights	Dispatch City	Return City
Tech Name: John Doe	NDE Level 2 Tech	2	0	8	1	1	1	Lafayette	Lafayette
Tech Name: Jack Doe	NDE Level 1 Tech	2	0	4	1	1	1	Lafayette	Lafayette
Tech Name:									
Tech Name:									
Tech Name:									
Service Vendor final comments:	Reported to Marine HOD while onboard. All OT was approved to complete work by end of second day.								
EnSCO rep final comments:									
Is this warranty work? - Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If Yes Explain:								
Submitted By Service Vendor Lead:	Name: John Doe	Title: Lead Inspector	Date: 06/13/2015	Signature:					
Work Reviewed By EnSCO rep:	Name:	Title:	Date:	Signature:					



SERVICE WORK FINAL COST REPORT

Vendor Name: **Offshore Welding Company** FM-CO-MAT-036

ENSCO PO Number: **10013-00009999**

Description of Service: **Welding Handrails on stairwells in Column B** Warranty Y N

Start Date: **06/04/2015** End Date: **06/13/2015** Location: **EnSCO 8501** Supplier Job Ref# **OWC99959** Notes:

Labor Charges	Technician Name	Position	Units (hours/OT Hours/Days)	Rate	Quantity	Notes	Extended Cost:
	John Doe	Welder Lvl 1	Days	900	10	Regular Day rate	9,000.00
	John Doe	Welder Lvl 1	OT Hours	112	6	Overtime hours	672.00
	John Doe	Welder Lvl 1	Days	500	1	Travel Day rate	500.00
	Jane Doe	Welding Supervisor	Days	1200	5	Regular Day rate	6,000.00
Labor Total:							16,172.00

Mileage	Departure City:	Destination City:	Miles:	Cost per mile:	Notes:	Extended Cost:
Leg 1	Lafayette	Fourchon	186	1.5	John Doe out	279.00
Leg 2	Fourchon	New Orleans	99	1.5	John Doe return	148.50
Leg 3	Broussard	Fourchon	155	1.5	Jane doe out	232.50
Leg 4	Fourchon	Broussard	95	1.5	Jane Doe return	142.50
Mileage Total:						602.50

Rental	Equipment Type	Rate	Total Days	Extended Cost:
	Standard MIG weld block	250	10	2,500.00
Rental Total:				2,500.00

Billable Expenses	Expense Type	Date	Comments/Explanation	Quantity	Rate	Extended Cost:
	Per diem	6/4/2015	Travel Outbound	1	65	65.00
	Tolls		Toll Road	1	3.25	3.25
	Travel expenses	06/04/2015				
	Flights					
	Parking	06/04/2015	Parking for company truck	11	8.50	93.50
	Lodging	06/04/2015	Overnight stay - John Doe	1	125	125.00
	Other (Explain)					
	Other (Explain)					
	Other (Explain)					
	Other (Explain)					
Expenses Total:						286.75

IMPORTANT NOTE: This amount must match the FINAL amount for this service that the supplier will invoice **GRAND TOTAL: 19,851.25**

Service Vendor final comments: Work was completed and supervisor approved. All final costs and expenses are accounted for and backup receipts are attached.

EnSCO representative final comments: