

ENSCOROWAN 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 EnscoRowan 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 EnscoRowan 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 EnscoRowan 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 EnscoRowan rig or asset, EnscoRowan 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 EnscoRowan. 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 EnscoRowan 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 EnscoRowan against the PO. Each timesheet will be reviewed and signed daily by the assigned EnscoRowan job supervisor. Upon completion of all scopes of work specified in the PO, and before departing the EnscoRowan rig or asset, the supplier service personnel will complete EnscoRowan’s Service Summary and Timesheet Report (“SSTR”) which must include the daily timesheets as supporting documentation. The “SSTR” will be reviewed by the EnscoRowan 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 EnscoRowan 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 EnscoRowan’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, EnscoRowan will review the charges for accuracy against signed timesheets, adherence to EnscoRowan’s PO terms and conditions, and overall correctness.

5. Purchase Order revision

Once EnscoRowan 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 EnscoRowan buyer to the supplier.

6. Invoice submission

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

7. Invoice Payment

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

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