



CBU Wells Supplier Rules for SMART Submissions

MARCH 30, 2021

This document is intended to provide SMART guidance for suppliers that conduct service for CBU's Wells group (ie. Drilling, Completions / Frac, and Interventions).

Please ensure that the following rules are adhered to prior to submitting your invoice into Chevron's SMART system. If not, the invoice will be rejected and sent back for correction.

Number	Rule
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BASIC DATA SECTION

1	Invoice number on the attached invoice copy from the Supplier should match Supplier Service Confirmation Number in SMART.
2	Currency used on the attached invoice copy should match with the currency used in SMART.
3	For the Field Supervisor , please select the correct group from the following: <ul style="list-style-type: none">• Drilling: CBU_KDrig770fde• Completions / Frac: CBU_Comp1• Interventions: CBU_WSRig
4	Work Location needs to be filled in with either the Pad LSD or Well UWI.
5	Bill to Address should be Chevron Canada Limited.
6	Company Code should be 3239.
7	Amount on the attached invoice copy should match with that of the amount entered in SMART (Subtotal, tax, and total amount).
8	Amount approved as per attached ticket should match with that of the amount of the final invoice.
9	Tax ID number on the attached invoice copy should match with that of the Tax ID number used/registered in SMART

NOTES AND ATTACHMENTS SECTION

10	Backup documentation needs to be attached for third party charges.
11	Field ticket with stamp (containing WBS Elements and GL Account) and digital signature MUST be attached.

LINE DETAILS SECTION

12	Start Date and Completion Date fields are entered with the actual dates of service.
13	GL Account needs to match with information on provided stamp.
14	WBS Elements needs to match with information on provided stamp.

For assistance, please contact support@gep.com.