

GENERAL INVOICE REQUIREMENTS TO SUPPLIERS OF MAGSEIS FAIRFIELD

You are receiving this letter because you are an important supplier to Magseis Fairfield and we need to inform you of some changes in our procedures. This letter relates to General Invoice Requirements and overrides any previous instructions.

This letter defines and communicates general requirements to all suppliers regarding the submission of invoices. It is applicable to all procurements invoiceable to Magseis Fairfield ASA and subsidiaries

Suppliers shall follow these requirements to facilitate a more efficient invoice handling process and to avoid delayed payment.

If any mandatory invoice reference information is missing the invoice will be returned.

Invoices should be received or sent by e-mail to invoice@magseis.com. E-invoicing is planned and we will revert with details when implemented. Paper invoices by post are only allowed, by prior arrangement, for very small suppliers or if required by local regulations.

Invoice content requirements

All invoices must contain following information;

- a) Contact **reference person** in Magseis Fairfield;
- b) Correct **legal company** name and invoice address;
- c) The correct **Purchase Order (PO)** number; if provided by Magseis Fairfield;
- d) Other information:
 - i. Supplier bank details;
 - ii. Invoice date, invoice number;
 - iii. Due date;
 - iv. Net amount, VAT amount and total amount;
 - v. Invoice currency;
 - vi. VAT no /organization number if applicable;
 - vii. VAT amounts must be specified in NOK (or currency rate used) if invoicing in foreign currency from a Norwegian vendor
- e) All invoices and supporting documentation (company letters, email text, attachments etc.) should be written in English.

Invoice formats

Invoices shall be sent in the following order of preference:

- 1 PDF, associated PO and other supporting documents by email to: invoice@magseis.com
- 2 Paper. Paper shall not be used unless in specific, previously agreed circumstances. If paper invoices are used they are to be sent to:

Magseis Fairfield

Strandveien 50

1366 Lysaker

Norway

Suppliers contact persons

For further questions or clarifications related to this letter suppliers should contact the purchaser stated on the PO or supplier contact.

Yours sincerely,

Marianne Holsing

Group Finance Director

Magseis Fairfield ASA