

15th August 2022

Dear Sir/Madam

Notice of Self-Billing Agreements expiry on 8th October 2022
Cessation of ERS and Actian[®] ePayables processes

This letter is intended for all suppliers that have existing and valid self-billing agreements with the following Harbour Energy companies, covered under the VAT Number **GB 240 0452 18**.

- *Chrysaor Production (UK) Ltd*
- *Chrysaor Petroleum Company UK Ltd*
- *Chrysaor Resources (Irish Sea) Ltd*
- *Chrysaor (UK) Britannia Ltd*

Please hereby be notified of the intention to expire all self-billing agreements. The expiry date for the final postings related to self-billing will be on **8th October 2022**.

Self-billing agreements cover the use of both the **ePayables (Actian[®] portal)** and **Evaluated Receipt Settlement (ERS)** invoicing processes. Further details on the cessation of both processes follow in this notification.

This change is primarily due to the implementation of a new Enterprise Management System (EMS) within Harbour Energy in Q4 2022. Several changes will occur, including the enablement of electronic trading via *Ariba[®] Commerce Automation* using the *SAP[®] Business Network*, and these will be advised by separate communication.

ePayables process
Payment Requests via the Actian[®] portal

The Actian[®] portal, used for submission of electronic payment requests into the current ePayables system will be closed for payment request submissions at COB on **Friday 30th September 2022**.

This is to allow five (5) working days for Harbour Energy to review, approve and settle the payment request prior to cessation of the self-billing process.

Any payment requests that remain unapproved by COB on Friday 7th October 2022 will revert to a standard invoicing process.

Evaluated Receipt Settlement (ERS)

ERS is run daily and will settle payments for all Goods Receipts (GRs) or approved Service Entry Sheets from the previous day against the relevant company entity. The final ERS run will occur on Saturday 8th October 2022, whereupon the self-billing scenario will then expire.

ERS credit memos will be sent with each settlement to aid with the reconciliation process. Effective 9th October 2022, all new Purchase Orders or open (in-flight) Purchase Orders will revert to a standard invoicing process, where invoices can be emailed or posted to the BillTo contact details advised at the end of this letter.

BillTo address following expiry of Self-Billing Agreement (effective 9th October 2022)

The email address for all invoices effective 9th October 2022 will be

AccountsPayableUK@harbourenergy.com

The postal address is as follows.

<Harbour Energy UK company name as per Purchase Order>

FAO Accounts Payable

Rubislaw House

Anderson Drive

Aberdeen

AB15 6FZ

United Kingdom

Please note that no invoices received following the self-billing expiry will be processed and paid until the new EMS system is live. This will be early the following month, with the first payment run in the new system expected by **10th November 2022**. We apologise in advance that this may be a slight delay to the Payment Terms advised on the Purchase Order.

Ariba® Commerce Automation – part of future EMS landscape

Many of Harbour Energy's suppliers will be targeted for enablement on *Ariba® Commerce Automation*, using the *SAP® Business Network* to perform electronic transactions, including Purchase Orders and Invoice submissions. This will be a phased enablement process throughout the remainder of 2022 and into 2023. This will be covered by a separate communication for the targeted suppliers.

The new EMS system and implementation of Ariba® Commerce Automation will initially also cover the following Harbour Energy UK companies, not currently covered by self-billing agreements.

- *Chrysaor E&P Services Ltd*
- *Chrysaor Ltd*
- *Chrysaor North Sea Ltd*

The following Harbour Energy UK operating companies remain unaffected at this time.

- *Premier Oil & Gas Services Ltd*
- *Premier Oil UK Ltd*

Summary of Timeline

This notification is summarised in the following date timeline.

Date	Impacted Suppliers	Event
30 th September 2022 (End of day)	ePayables – Actian® portal	Final day of payment request submissions into Actian® portal.
7 th October 2022 (End of Day)	ePayables – Actian® portal	Final day for internal Harbour Energy review and approval of payment requests from Actian® for service PO items (including rentals and agency personnel).
7 th October 2022 (End of Day)	ERS	Final day of Goods Receipts (GRs) of materials PO items valid for Evaluated Goods Receipt (ERS) self-billing.
8th October 2022	All suppliers with Self-Billing Agreement	Final self-billing payment run, expiry date of all current Self-Billing Agreements.
9 th October 2022	All Harbour Energy UK suppliers	All suppliers revert to manual invoicing process – initially to be sent by email/post.
10 th October 2022	ERS	Communication to ERS suppliers of open Purchase Order items that will revert to standard invoicing process.
1 st November 2022	All Harbour Energy UK suppliers (with exception of legacy Premier Oil)	Harbour Energy go-live date for new Enterprise Management System (EMS).
1 st November 2022	Pilot suppliers for Ariba® Commerce Automation	Pilot suppliers from enablement programme will commence electronic transactions via Ariba® Commerce Automation using the SAP® Business Network. Invoices via this method will not constitute a self-billing scenario.
10 th November 2022	All Harbour Energy UK suppliers (with exception of legacy Premier Oil)	First payment run in new EMS system scheduled
November 2022 onwards into 2023	Remaining suppliers targeted for enablement on Ariba® Commerce Automation	Supplier Enablement programme ongoing to activate remaining targeted suppliers for Ariba® Commerce Automation

If there are any queries related to this notification, please contact the following email address.

ProcurementUK@harbouenergy.com

A copy of this letter is available as a link on www.harbouenergy.com/vendor-relations

Thank you for your cooperation.

Yours sincerely



Paul Stephen
Procurement & Systems Manager – Supply Chain
Harbour Energy