

Dear Vendor:

Marathon Oil Company would like to take this opportunity to remind our suppliers of Marathon's invoicing requirements. Failure to meet Marathon's invoicing requirements will result in your invoices being returned for correction. Marathon pays invoices according to the contractual payment terms starting from the date a valid invoice is received and will not be based on actual invoice date. Beginning November 1st 2017 if your invoice does not meet the below expectations, your invoices will be returned to your company for correction.

Marathon requires all invoices to be submitted through OpenInvoice. If your company does not have an OpenInvoice account, please visit OpenInvoice.com to request to be on-ramped.

Invoices MUST contain the following REQUIRED information:

Information to be provided by Marathon Representative, if the following information is not provided, please ask for it.

- Purchasing Document Number (10 Digit number beginning with 45 or 48)
- Purchasing Document Line Item Number - Corresponds to the service provided (Line 10, 20, 30 etc.)
- Invoice Approver Name – Marathon invoice reviewer/approver (Approver ID or first and last name) from the person who requests the goods or services
- Delivery or Service Date - Date(s) for service to be performed / material to be delivered
- Location of Work or Delivery Site - Well Name / Site or Facility Name
- Charge Code – Must provide Cost Center, WBS Number, or Work Order Number (not all 3)
 - Cost Center – Eight (8) digit numeric number (28514000)
 - WBS Number – Alpha Numeric (DD.17.12345.D1) - Most difficult one to get right. Numbers, letters and periods are important. Double check the WBS code with person ordering service or material. OR
 - Work Order – Nine (9) digit numeric number (i.e. 300073027)
- Signature
 - Signature ***is required*** for Drilling & Completions invoices. Work ticket/delivery ticket must have the signature stamp (example of signature stamp below).

Received by (field): _____
WBS #: _____
Well Name: _____
RSO or PD#: _____
Approved by: _____
Date: _____
Approver SAP ID: _____

- Supplier must provide invoice supporting documentation (i.e. delivery ticket, time sheets, and/or third party invoices.)
 - The ticket must match the details on the invoice (including ticket number)

Following these procedures, will ensure accurate and prompt processing of your invoices, while failure to include this information will result in the invoice rejected and returned to supplier.

Sincerely,

Marathon Oil Company