

DESK PROCEDURE

Approving Invoices in Fuego

Version – 1.1

Ex 12665
Worldwide
Court Reporters, Inc.

October 19, 2010
Company Confidential

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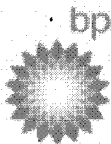


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Document History

Change History

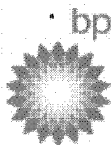
Version	Change Number	Description	Author
1.0	20100715	Initial draft	Mary Hampton/Judy Jackson
1.1	20101019	Final Draft	Mary Hampton/ Annette Good/ Susan Winter

Approvers/Reviewers

Reviewer	Role	Date
Sheree Carico	Analyst	10/04/2010
Annette Good	Team Leader	10/04/2010
Susan Winter	Accounts Payable Project Manager/GCRO	10/18/2010

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Desk Procedure Overview

Procedure Name	Approving Invoices - Fuego
Procedure Objective	To describe steps in approving BP invoices in Fuego system.
Process Name	Gulf Coast Restoration Organization (GCRO) Invoice Approval

Business Process Overview

Description

Invoices are scanned, Indexed, then routed to Fuego for approval. Each invoice has a PayKey identifier that routes the invoices to specific PayKey users for approval. Invoices received by IBM Scanning Department (Tulsa) that do not have a Paykey will be returned to the vendor. Once the invoice has been approved, it automatically posts to SAP.

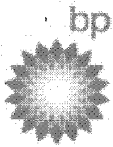
For the BP Gulf of Mexico incident only, IBM has been given authority to release invoices for payment with sufficient back up support. Each invoice must be reviewed to ensure the invoice is "Billed To" BP and taxes are correctly identified and indexed. The analyst must ensure the correct tax jurisdiction has been entered. There are multiple WBS elements (prior to October 2010) and Cost Centers (October 2010 and forward) for the PayKey. For paykey associated with WBS elements, changes may be made to charge the correct WBS element.

Definition of terminology

Sl.No.	Abbreviation	Definition
1	SAP	Systems Application Products in Data Processing.
2	Fuego	Invoicing system used by BP's E&P Sector to process invoices, which then will post in SAP after being approved. Vendor Master requests and Check requests are also part of Fuego.
3	BP Sharepoint	Database for Gulf Coast Restoration Organization (GCRO) Invoices. Used to validate requisition of goods and services. (Note: Training Session to be schedule to understand how SharePoint should be used) Need list of names and User ID of IBM staff that need access to SharePoint
4	Customer Look Up Utility	Online address book maintained by IBM
5	BP Connect	Online address book maintained by British Petroleum Need list of names and User ID of IBM staff that need access to BP Connect

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System Access Requirements

1. Fuego
2. FileNet
3. SAP (PR5)
4. BP Connect (look up BP Contact)
5. Customer Utility (look up BP Contact)
6. BP Sharepoint

Contacts List

COMPANY/ DEPARTMENT	NAME	E-MAIL ADDRESS	PHONE NUMBER
IBM / Disbursements	Mary Hampton	Mary.E.Hampton@us.ibm.com	918 925 7092
IBM / Disbursements	Sheree Carico	sacarico@us.ibm.com	918 925 6393
IBM / Disbursements	Kenneth Hammond	Kenneth.J.Hammond@us.ibm.com	918 925 6483

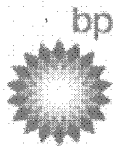
Roles and Responsibilities

The roles and responsibilities that this desk procedure supports are as follows:

IBM Roles	Responsibility Description
Doc Prep/Scanning	Identify Gulf of Mexico (GOM) invoices and doc prep and scanning according to specific requirements.
Approving Invoices	Perform thorough review of Gulf Coast Restoration Organization (GCRO) invoices and approve invoices up to \$1M.
Reviewing Invoices	Perform thorough review of Gulf Coast Restoration Organization (GCRO) invoices and annotate finding for BP Approver for invoices over \$1M.

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Invoice Validation Requirements

All invoices must be billed to BP and have a valid GCRO (Gulf Coast Restoration Organization) paykey.

The following invoice validation requirements have been established by BP.

1. Approval for invoices <\$500.00

- If invoices have a valid GCRO paykey, the invoice can be approved for payment. (**Note:** This does not include default paykey, ZKRAUMDDFT. See Section 3.0 – Processing Invoices with the Default Paykey)
- Validating BP Contact is **not** necessary.

2. Approval for invoices >\$500.00 and < \$100,000

- Invoices >\$500.00 and <\$100,000 **must have one of the following assurances:**
 - Invoice has a BP Contact name printed or written on the invoice. Validate the name using the Customer Lookup Utility or BP Connect. If the BP Contact name is found/validated, the invoice can be approved.
 - OR
 - The invoice or any supporting documentation has one or more of the following purchase order (PO) numbers, the invoice is good for approval: TOM #, HOU #, MOB #, BPR #, BPO #, BPM #, P2-CDP-MC252, contract or Form 213.
 - OR
 - The invoice or any supporting documentation provides proof of receipt of good/services, noted by signature of BP representative.
- **IF** none of the above assurances are available:
 - Call the vendor if a phone number is available to obtain one of the missing assurances. Receive information verbally and annotate the invoice image with the name of the person you spoke to, telephone number, missing assurance, your User ID and date assurance was received.

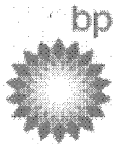
3. Approval for invoices > \$100,000 (effective 10/18/10)

- **Invoices >\$100K must have supporting documentation.** Review the invoice and the supporting documentation (Form 213 or Contract) to ensure the invoice activity properly aligns with the supporting documentation.

Assurance Requirement to Process Invoices >\$100K	OR	Assurance Requirement to Process Invoices >\$100K
Assurance Requirement: Is the invoice approved by a signor with DoA for invoice approval that covers the invoice total dollar amount. (Ref. MC252 Incident DoA by Position and Payment Authority or normal BP DoA Database)		1st Assurance Requirement: Is there evidence that the goods/services were properly authorized (visible, fully approved contract that relates directly to the work being performed) AND 2nd Assurance Requirement: Is there evidence that the goods/services were receipted by a BP Representative

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1st Assurance Requirement - If Form 213 is attached to the invoice, review the Form to ensure it includes 4 signatures of BP Approvers (**Note:** The 4 signatures on Form 213 meet the DOA Authorization requirement).

OR

1st Assurance Requirement - The invoice should reference a purchase order (PO) number: TOM #, HOU #, MOB #, BPR #, BPO #, BPM # or P2-CDP-MC252 (Contract or Work Release). Validate the PO or Contract in SharePoint. Ensure the invoice activity properly aligns with the PO or Contract referenced on the invoice.

OR

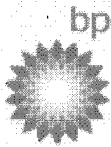
1st Assurance Requirement – Validate the PO or Contract with BP Logistics. Place invoice on Hold and contact BP Logistics. Refer to section **5.0 Logistics – Contracts Specialists**

2nd Assurance Requirement - Verify receipt of goods/services. The invoice or supporting documentation should contain verification of receipt. This may be a BP representative's signature or properly completed Receipt Stamp (**Note:** BP representative does not need DOA)

- **IF any of the Assurance Requirements are missing:**
 - Contact the **VENDOR first** to request missing, required information.
 - If the vendor is unable to supply the missing information, contact BP Logistics by sending an email to: MC252_LOGISTICS_REQUEST@bp.com

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1.0 Invoice Approving Procedures

1.1 Access Fuego

<http://BPeapprd/portal/servlet/controller>

Enter Userid and Password

1.2 Approve Invoices

Step 1 - Click <Approve Invoice>

Invoice Approval
Approve Forwarded Invoice
Approve Invoice

Step 2 - Click <Process Work Item> arrow

☐ ZKRAUMD252

FileNet Document ID

341547854

Step 3 - Scroll over to FileNet ID #

Step 4 - Go to FileNet

- Select "F_DOCNUMBER" for Key Condition
- Select "is equal" for Operator

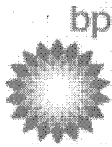
Step 5 - Enter FileNet ID# and click <Find Now>

Key Condition	Operator	Value
F_DOCNUMBER	is equal	341547854
Document	Operator	Value

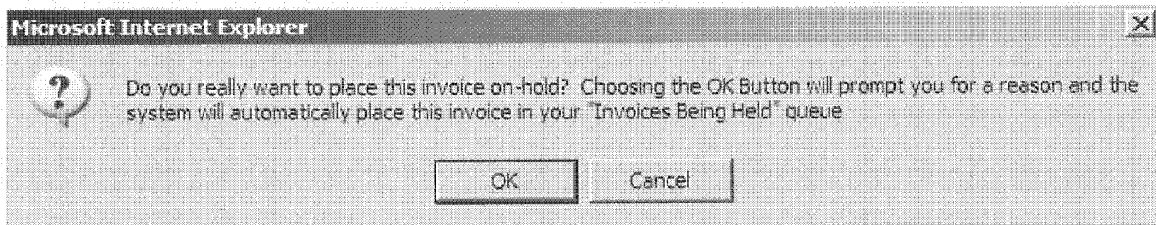
- <<Double Click>> on image to view image
- Refer to the bottom left window of FileNet to ensure review of all pages of the invoice
- **If the invoice is not "Billed To" "BP"** (BP company name is not printed on the invoice), it cannot be approved. Click and select "Return Reason", "Other". In the comments field, type "INVOICE NOT BILLED TO BP". Click <OK>
- **If the invoice does not have a valid GCRO paykey**, it cannot be approved. Click and select "Return Reason", "Invalid Paykey". Click <OK>

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- If invoice needs further research, click, **Place On-Hold**. The following screen will appear:



- Click <OK> and select "On Hold Reason", "Researching Invoice"
- Annotate FileNet image detailing action taken in requesting missing, required information (ex. Vendor name, telephone number, date request was made and the information requested.)
- Once the required information has been received, access the invoice in the **Invoices Being Held** queue and complete the approval process.
- See Section 5.0 Logistics – Contracts Specialists.

Step 6 - Enter name in Customer Look-Up Utility or BP Connect

SHIP TO:
BP/WESTIN HOTEL
245 FRONT STREET
ATTN: ARMANDO OJEDA
KEY WEST, FL 33040

Last Name	First Name	Contact ID	Company
ojeda			BP

If BP Approver or Contact is located, invoice is ok to "Approve"

Last Name	First Name	Contact ID	Company Code	Phone	Email	Business Unit	Major Org	Department	Address
OJEDA	ARMANDO X	ojedax	BP	+1-713-647-7555	Armando.Ojeda@bp.com	Gulf of Mexico	BP America Production Co	Global Resource IT&S	UNDEFINED ADDRESS

Step 7 – Look for taxes on invoice – No Taxes

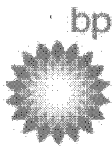
- If invoice has **no taxes**, update Tax Code field to I0-Sales – Exempt
- Click <Refresh>
- Go to Step 11

Step 8 – Look for taxes on invoice – Taxes

- If invoice has taxes, update Tax Code field to I1-Sales – Taxable **and** note "Ship To" state and zip code. (**Note:** You may want to write down FileNet ID to retrieve document for Section 2.1 – Incorrect Tax Jurisdiction Code).

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Tax Code	
[none selected]	
1-Sales - Taxable	
10-Sales - Exempt	
Tax Amount	
	2.29

***** INVOICE DETAIL *****

LINE #	QUANTITY	UNITS	UNIT PRICE	GROSS	NET
1	1.000	EA	30.40000	\$30.40	\$30.40
	VENDORS ITEM NUMBER			: T79012	
	MANUFACTURERS PART NUMBER			: Q1406A	
HP - COATED PAPER					

TAX	PERCENTAGE	TAX CODE	BASIS		
LS	0.0000	2	0.0000		\$2.29
STATE AND LOCAL SALES TAX				:	\$2.29
TOTAL SALES/EXCISE TAX :					\$2.29
INVOICE AMOUNT DUE :					\$32.69

Step 9 - Update Tax Jurisdiction field

- Reference "Ship To" address for State and Zip Code

SHIP TO:
BP/WESTIN HOTEL
245 FRONT STREET
ATTN: ARMANDO OJEDA
KEY WEST, FL 33040

MORE

- Scroll over to <More> button and click
- The "Additional Line Information" box will appear:

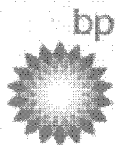
Additional Line Information	
Paykey Number	ZKRAUND252
Tax Jurisdiction	US0000100
Assignment Number	
Settlement Period	(YYYYMM)
Plant Number	
Line Item Number	1
State Central Bank Ind	
Supplying Country	
Statistical WBS Element	

Save Cancel

- Update the Tax Jurisdiction number with the "State"/"Zip Code"/"00" as follows:
"FL3304000"
- Click <Refresh>

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Step 10 – If Invoice has Tax, but the tax amount was not properly indexed, the Tax needs to be added to the electronic invoice:

Electronic Invoice Management

o log into FileNet and view the invoice image please click [here](#).

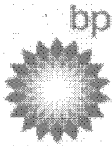
FileNet Document			
Invoice No	80211603	Company Code	0963
Invoice	NATIONAL OILWELL VARCO LP	Paykey Number	ZKRAUMD252
Address	PO BOX 200838	FileNet Document ID	343309316
	DALLAS, TX 75320-0838	Receipt Date	2010-07-09
Number	902335491	Terms	0032
Date	2010-07-06	Terms Description	Net Due 30 Days
Amount	0.00	Contract Number	
Amount	260.25	Tax Amount	0.00

The Tax Amount field indicates 0.00 taxes; However, when viewing FileNet image, the Invoice shows a sales tax being charged:

NATIONAL OILWELL VARCO		Invoice 902335491			
Customer PO UM-104254	Sales Order 7918126	Shipment 803571763	Packing Slip 300587577	Thank you for your prompt payment	Date: 07/06/2010
Bill to BP AMERICA PRODUCTION CO (GOM) BP EXPLORATION & PRODUCTION, INC ATTN: SCANNING DEPT 8646 PO Box 22024 DALLAS TX 75221-0024 LOCATION: INC 252 INCIDENT PAYKEY NUMBER: ZKRAUMD252 ITEM NO.: ROHE		Ship To BP AMERICA PRODUCTION CO (GOM) HOPEDALE STAGING AREA DAVE KEENAN 985-960-0258 PO Box 22024 SAINT BERNARD LA 70121-3024 BUYER: RATHY MOELLER PO/ RELEASE NUMBER: UM-104254		Interim Ship To CONTRACT: BP-MRO-NA-0050 WBS: 24-0059V-E: OILSPILLRESP	
Part Seg: Order Confirmation					
Item	Material Description	Qty	UM	Unit Price	Disc% Net Price Net Total
2NIPP50	BLADES METAL SAWZAH	4	EA	3.81	31.24
2NIPP50	BIN PLASTIC STORAGE	4	EA	6.18	24.72
2NIPP50	BIN HARDWARE	5	EA	17.64	88.20
2NIPP50	BIN HARDWARE	7	EA	8.98	62.86
2NIPP50	DRILL BIT SET COMBINATION	3	EA	25.87	51.71
				Item Subtotal	238.76
				Subtotal for Taxes	21.49
				Invoice Amount	260.25

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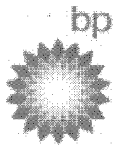
In this instance, the correct tax amount is \$21.49; enter 21.49 in the "Tax Amount" field and change the expense line "Amount" to the amount on the invoice **before** tax was charged, which is \$238.76. (**Note:** The "Tax Amount" and the "Amount" on the expense line must match the "Invoice Amount")

80211603	Company Code	0955
NATIONAL OILWELL VARCO LP	Paykey Number	ZKRAUMD252
PO BOX 200838	FileNet Document ID	343309315
DALLAS, TX 75320-0838	Receipt Date	2010-07-09
902395491	Terms	9032
2010-07-05	Terms Description	Net Due 30 Days
0.00	Contract Number	
260.25	Tax Amount	21.49

Text: [none selected]

Add New Line

Key	Code	Amount	Tax Code	Business Area	Charge Object	Charge Object Value	Recovery Indicator
0-Dabit	0955	731025	[none selected]	2199	WBS Element	24-0059V-E:OILSPILLRESP	BT-BILL



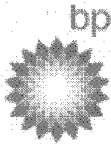
Step 11 - Update the WBS, "Charge Object Value" – for Original Paykeys and Default Paykeys. This section needs to be updated for new Paykeys (Z252GCXXXX) and associated Cost Centers.

- Refer to the following list of WBS Codes:

S	Lev	WBS element	Description
<input checked="" type="checkbox"/>	1	Z4-0059V-EXP	MC 252 Incident Response
	2	Z4-0059V-E-PRX	Procurement
	2	Z4-0059V-E-LGX	Logistics
	2	Z4-0059V-E-INTERVENTION	Intervention/Well Control
	2	Z4-0059V-E-CONTAINMENT	Containment (All Aspects)
	2	Z4-0059V-E-OILSPILLRESP	Macondo Oil Spill Response
	2	Z4-0059V-E-INVESTIGAT	Cause of Initial Event Investigation
	2	Z4-0059V-E-TE	BP T&E Expenses
	2	Z4-0059V-E-GEN	General Expenses
	2	Z4-0059V-E-EPTSUPPORT	EPT Time-Writing
	2	Z4-0059V-E-MEM	Memorial Services
	2	Z4-0059V-E-ROBERTLAX	Robert, LA Expenses
	2	Z4-0059V-E-ITS	IT&S
	2	Z4-0059V-E-COMMUNITYPRX	Community Involvement & Public Relations
	2	Z4-0059V-E-COMMUNITYPR	Community Involvement & Public Relations
	2	Z4-0059V-E-BOOM	Boom
	2	Z4-0059V-E-VOO	Vessels of Opportunity
	2	Z4-0059V-E-ENVREMEDX	Environmental remediation
	2	Z4-0059V-E-TIMEWRITE	Time-Writing excl. EPT
	2	Z4-0059V-E-RESEARCH	Research
	2	Z4-0059V-E-ACCRUAL	ACCRUALS ONLY
	2	Z4-0059V-E-BERM	Sand berms for Louisiana
	2	Z4-0059V-E-PROVISION	MC252 Provision
	2	Z4-0059V-E-STORM	General Incident Storm Costs
S	Lev	WBS element	Description
	2	Z4-0059V-E-DECOMMISSION	Costs for removing offshore tangibles/eq
	2	Z4-0059V-E-LOSTEQUIP	Costs Horizon Rig equipment lost due to
<input checked="" type="checkbox"/>	2	Z4-0059V-E-DECON	Costs for decont vessels & eq - oil resp
	3	Z4-0059V-E-DECONBOOM	Exp associated w/Boom Decon activities
	3	Z4-0059V-E-DECONVESSELS	Exp associated w/Vessel Decon activities
	3	Z4-0059V-E-DECONOTHER	Exp associated w/Other Equip Decon activ
	3	Z4-0059V-E-DECONDAMAGES	Settl to 3rd part for Dam to Vess & Equip
	2	Z4-0059V-E-MEDIA	Media support for MC252 efforts in GOM
	2	Z4-0059V-E-MC252PA	AllOth P&A op not done by Entrp or DD II
	2	Z4-0059V-E-USCG	United States Coast Guard Invoices

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For WBS Elements:

If "Oil Spill", "Oil Spill Response" or "Macondo Oil Spill" is printed or written on the invoice or if there is no reference on the invoice, use the default charge object:

Charge Object Value

Z4-0059V-E:OILSPILLRESP

If "Boom" is printed or written on the invoice, update the charge object to "BOOM" as follows:

Charge Object Value

Z4-0059V-E:BOOM

(**Note:** Be sure to click <Refresh> after making updates to the Charge Object Value)

If the invoice is for office supplies, update the charge object to "GEN", as follows:

Charge Object Value

Z4-0059V-E:GEN

(**Note:** Be sure to click <Refresh> after making updates to the Charge Object Value)

Step 12 – Annotation of Invoice Image and Fuego

- The invoice image must be annotated with the following information:
 - IBM Approver/Review's name or User ID (your name)
 - Date of review
 - Annotate or highlight Form 213-MOB, TOM HOU authorization detail
 - Annotate or highlight valid paykey
 - Annotate BP contact name indicating DOA authorization and/or receipt of goods/services (example: page 10 – signature)
 - Annotate or highlight contract number
 - Annotate or highlight IAP and/or Sharepoint sites
 - Populate the "Contract Number" field with the PO reference (TOM#, HOU#, MOB#, BPR#, BPO#, BPM# or P2-CDP-MC252 (Contract or Work Release) in Fuego as follows:

Contract Number

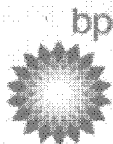
TOM XXXXXX

Step 13 – Review and Approve

- After all inputs have been made, Click <Refresh>, then <Approve>. (**Note:** If you do not have dollar authority to approve the invoice, you will receive an error message. If this occurs, you can forward the invoice to an IBM Approver that has the dollar authority to approve the invoice.)
- You will be prompted to click <Approve> again.

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Step 14 – Forwarding Invoices to Designated Approver

All invoices that have been properly reviewed and annotated need to be approved by the appropriate personnel. The following is the instructions on how to forward an invoice for approval. (**Note:** All invoices >\$1M must be approved by Mike Robertson. Invoices >\$1M that have been thoroughly reviewed and are awaiting approval by Mike Robertson **must be placed on hold.**)

- Click on the FORWARD button.

Forward

- Enter Fuego ID of the approver you wish to forward the invoice to.

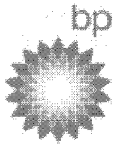
Step 15 - To set up a Shortcut List

- Select Manage Personal Preferences under the Org Manager section.
 - Click Modify button to be able to make updates to the screen.
 - In the Shortcut List section, select Configure by the Forward: option.

Shortcut Lists			
GL Accounts: Configure		Cost Centers: Configure	
Internal Orders: Configure		Forward: Configure	robert - MICHAEL T. ROBERTSON
WBS Elements: Configure			

Save Cancel

- Enter the Fuego User ID then click Assign
 - The User ID should be displaced in the assigned Forwards section.



2.0 Handle SAP Exceptions:

2.1 Incorrect Tax Jurisdiction

Step 1 – Verify Tax Jurisdiction code

- If the Tax Jurisdiction code was incorrectly entered, the "Approved" invoice will appear in the <Handle SAP Exception> queue. This is Fuego's way of ensuring the correct tax jurisdiction code was entered.

Invoice Approval
Approve Forwarded Invoice
Approve Invoice
Handle SAP Exception

- A list of SAP Exception items will appear. Refer to the Filenet Number to ensure you select and process the correct invoice.

Invoice Approval > Handle SAP Exception

Showing 1-2 of 2 |

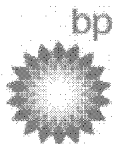


<input type="checkbox"/>	Description	Vendor Number	Vendor Name	Invoice Date	Invoice Number	Invoice Amt	Receipt Date	Filenet Number	Paykey ID
<input type="checkbox"/>	ZKRAUMD252	60211603	NATIONAL OILWELL VARCO LP	2010/05/05	902189540	\$993.82	2010/05/20	341392267	KRAUMD
<input type="checkbox"/>	ZKRAUMDDEF	80476488	KEM SUPPLY HOUSE INC.	2010/05/21	65044	\$1,277.44	2010/05/25	341530986	KRAUMD

- Follow the same process as used in Step 9 of Section 1.0 to update the Tax Jurisdiction code.

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3.0 Processing Invoices with the Default Paykey – ZKRAUMDDFT

Invoices that are submitted for payment without a paykey are reviewed by the Document Preparation Staff to determine if the invoice is related to the Macondo Incident. Invoices that reference a TOM#, HOU#, MOB# or reference the oil spill in any way are stamped as follows:

ZKRAUMDDFT
Tulsa IBM

Below are the steps taken by the IBM Approver to ensure the invoice is part of the Macondo Incident. Once the invoice has been validated as belonging to the incident, the procedures outlined on page 5 (Invoice Validation Requirements) should be followed.

Step 1 – Review the invoice for data referencing the oil spill

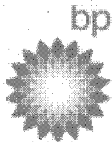
- If the invoice or any supporting documentation has one or more of the following, it should be considered as belonging to the Macondo Incident: TOM#, HOU#, Form 213-MOB#, BPR-XX-XXXXX, BPO-XX-XXXXX, BPM-XX-XXXXX, P2-CDP-MC252-XXXXX or Contract.

Step 2 – Contact Vendor

- If the invoice or any supporting documentation **does not** reference any of the items listed in Step 1, contact the vendor and request the Paykey. If the vendor cannot provide a Paykey, request a copy of their contract with BP or the BP approver's name and telephone number. Reference the contract for required information or contact BP Approver.
- Once paykey as been obtained, remind vendor to include the paykey and TOM#, HOU#, or MOB# on all future invoices.
- **Note:** Invoices that are not related to the Macondo Incident should be re-indexed to the appropriate Paykey or Purchase Order by selecting **Return To PAS** and choosing Return Reason "Incorrect Paykey Owner" or "Invoice is Purchase Order Related".

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4.0 Verify Posted Invoices

4.1 Review List of Posted Invoices

Step 1 - When you have completed approving invoices for the day, click on <View Posted Invoice>

- Invoice Approval
Approve Forwarded Invoice
Approve Invoice
Handle SAP Exception
Invoices Being Held
View Posted Invoice

- A list of invoices posted you posted will appear, as follows:

Description	Vendor Number	Vendor Name	Invoice Date	Invoice Number	Invoice Amt	Receipt Date	Filenet Number	Paykey ID	Participant
<input type="checkbox"/> ZKRAUMD252	<input type="button" value="D"/> 80480065	RADOIL INC	2010/05/11	4425	\$5,753.00	2010/05/14	341246223	KRAUMD	SHEREE CARICO-BUTTLER
<input type="checkbox"/> ZKRAUMD252	<input type="button" value="D"/> 80480335	CURREN LANDRIEW LLC	2010/04/29	12679KH	\$1,133.50	2010/05/14	341247773	KRAUMD	SHEREE CARICO-BUTTLER
<input type="checkbox"/> ZKRAUMD252	<input type="button" value="D"/> 80166456	MIDSTREAM FUEL SERVICE LLC	2010/05/07	4521603	\$2,290.00	2010/05/17	341235871	KRAUMD	SHEREE CARICO-BUTTLER
<input type="checkbox"/> ZKRAUMD252	<input type="button" value="D"/> 80166456	MIDSTREAM FUEL SERVICE LLC	2010/05/08	4521604	\$2,120.00	2010/05/17	341335877	KRAUMD	SHEREE CARICO-BUTTLER
<input type="checkbox"/> ZKRAUMD252	<input type="button" value="D"/> 80166456	MIDSTREAM FUEL SERVICE LLC	2010/05/09	4521603	\$1,990.00	2010/05/17	341335880	KRAUMD	SHEREE CARICO-BUTTLER
<input type="checkbox"/> ZKRAUMD252	<input type="button" value="D"/> 80166456	MIDSTREAM FUEL SERVICE LLC	2010/05/10	4521606	\$4,070.00	2010/05/17	341335883	KRAUMD	SHEREE CARICO-BUTTLER
<input type="checkbox"/> ZKRAUMDFT	<input type="button" value="D"/> 80381031	DYNASTY TRANSPORTATION LLC	2010/05/01	5290722	\$141.66	2010/05/24	341497136	KRAUMD	SHEREE CARICO-BUTTLER

- Click <Process Work Item> arrow on each posted invoice listed.

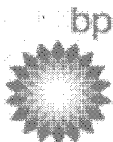
Invoice Approval > **View Posted Invoice**

Showing 1-12 of 12 |

Description	Vendor Number	Vendor Name	Invoice Date	Invoice Number	Invoice Amt	Receipt Date	Filenet Number	Paykey ID	Participant
<input type="checkbox"/> ZKRAUMD252	<input type="button" value="D"/> 80173105	CENTRAL DISPATCH INC	2010/07/08	N83834	\$367.50	2010/07/13	344040744	KRAUMD	JUDY JACKSON

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The following screen will appear:

eAP SAP Invoice Results

Invoice Information	
Vendor Name	CENTRAL DISPATCH INC
Vendor Acct No	80173105
FileNet Document ID	344040744
Tax Amount	0.00
Discount Amount	0.00
Paykey Number	ZKRAUMD252
Company Code	0965
Contract Number	
Invoice Date	2010-07-08
Receipt Date	2010-07-13
Invoice Amount	387.50
Passively Approved	N
SAP Document Number	1900306070
SAP Document Message	S312: Document 1900306070 was posted in company code 0965.

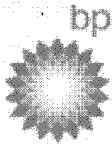
OK Cancel

Ensure each electronic invoice has a Document number. (**Note:** If the SAP document number says 'null,' notify Sheree Carico via email (sacarico@us.ibm.com)

- Click <OK>

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5.0 Logistics – Contracts Specialists

Beginning Monday, 10/18/10, an email can be sent to MC252_LOGISTICS_REQUEST@bp.com for all invoices over \$100K that can not be validated due to missing information. The invoice approvers **must first contact the vendor** to request the missing, required information. If the vendor is unable to provide the missing information, an email should be sent to the Logistics inbox – Contacts Specialists group.

Step 1 – Format for sending an exception invoice

- Subject line
 - If urgent, enter URGENT in the subject line (use wisely)
 - "Missing invoice assurances"
 - Vendor name, invoice number, invoice amount
 - Example: Missing Invoice Assurance – AT&T, 12645789812, \$100,000.00
 - Body of email – state reason for exception invoice assurances
 - "Please provide validation that the work was fully and properly authorized and that the approved contact relates directly to the goods/services being invoices. Please provide a PDF of the fully authorized requisition to me via email."
- And/Or
- "Please provide verification that the good/services were received by a BP representative."
- And
- "IF you are unable to provide the above assurances, please obtain invoice approval by a signor that has the appropriate payment authority DoA for the invoice value."
 - Include your name, email address and phone number
 - Save FileNet image as a TIF and attached to email.
 -

Step 2 – Annotate invoice image

- Immediately annotate that request was sent to Logistics.
- Enter Case # and Logistics contact name when received back from Logistics.

Step 3 – Log information into Logistics – Contracts Specialists spreadsheet (on I drive - I:\PAS\BP GOM - Invoice Approval Information\Logistic - Contracts Specialist)

- Date of request, IBM Approver (requestor name), Vendor Name, Invoice Number, Invoice Amount and FileNet ID invoice information, case #, Logistics contact name.

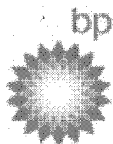
Step 4 – Follow Up every two days

Step 5 – When case has been resolved, update spreadsheet

- Case Number, Logistics Contact Name and Date Resolved

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6.0 Validating MC252 Incident Delegation of Authority

Reference the Payment Authorities Section of the DOA to see invoice approval levels based on Position titles.



MC 252 Incident
Delegation of Authority



GCIMT ROTA - 9
101710.xls



DofA Dump
10.14.10.xls

Summary:

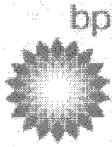
Incident Commander – Jim Black, Mike Utsler and Deputy Incident Commander, Corey Herod have unlimited invoice approval authority from the New Orleans Unified Command Center.

Operations GCIMT Sections Chief - \$5M or less
Operations GCIMT Decon Branch Director - \$2.5M or less
Operations Deputy Ops Section Chief - \$2.5M or less

Do NOT contact any of these individuals directly; work with the Branch Finance Section Chiefs to obtain missing information or invoice approvals. The only individual that has invoice payment authority at the Branch/Division Office locations is the Operations Branch Director. Do NOT contact the Operations Branch Director; work with the Branch Finance section chiefs.

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7.0 Central Repository for Missing Required Information

Once requested information has been obtained from vendor, BP Logistics Team or the Branch and/or Division Offices, that information should be scanned into a pdf document and saved to the I:drive (I:PAS\....) In addition, the missing, required information must be attached to the SAP document via the Late Archive process.



Late Archive
updated 061810.xls

- Complete the attached form and email to bp.late@us.ibm.com

End of Document

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