



Shell Philippines Exploration B.V.

c/o Accounts Payable (Dela Rose Wing)
Shell Shared Services Center - Manila
21st Floor Solaris One, 130 Dela Rosa Street,
Legaspi Village, Makati City 1229, Philippines

Vendor Code : 145067
WESCO DISTRIBUTION PTE LTD
KAKI BUKIT ROAD 3 31
06-17/18 TECHLINK BUILDING
417818 SINGAPORE
Singapore
E-mail : KILEE@WESCODIST.COM

Contact Person : NICK CHONG
Telephone No. : 63441533
Fax No. : 63445919

VARIATION TO PURCHASE ORDER

PO Number : **4513808290**
Date : 16.07.2021
Buyer : SSSCMLA-PTC/ Melanie Paradero
Tel. No. :
Fax No. :
E-mail : Melanie.Paradero@shell.com

Variation No. : 5
Urgency : NORMAL

Please deliver to:
Shell Philippines Exploration B.V.
Batangas Supply Base
ATI Bldg I, Port of Batangas
Sta Clara
4200 Batangas City
Philippines

Business contact: Michael Africa
Business contact email: M.Africa@shell.com

Bill to:
Shell Philippines Exploration B.V.
19th Floor Asian Star Building
Asean Drive, Filinvest Corporate City,
Muntinlupa City 1781, Philippines

Mail to:
Shell Philippines Exploration B.V.
C/O Accounts Payable (Dela Rosa Wing)
Shell Business Operations # Manila
21st Floor Solaris One, 130 Dela Rosa Street,
Legaspi Village, Makati City 1229, Philippines



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***** Receipt Acknowledgement required for this particular Document *****

Incoterms: FCA **Singapore**
 Terms of Payment: 60 Days Net - No Discount

General Instructions

"IMPORTANT NOTES!

1. Vendor is required to confirm receipt of this Purchase Order within 48 hours upon receipt by signing the FIRST and LAST page of the Purchase Order affix with date and signature. The person confirming the receipt of this Purchase Order should clearly specify his/her name, designation, date and by signing below. Email back the signed copy (in PDF format) to <><<>Melanie.Paradero@shell.com>.

2. Pricing Reference: Quotation# SQ_016887-3; dated: June 17, 2021

3. [GOODS] All deliveries must be met on December 24, 2021

[SERVICE] Service Activity Focal Point: XXXXXX

4. All delivered goods must be in accordance to SPEX specifications.

5. Immediately advise the Buyer of any discrepancy (Material Specifications, Delivery Date, Etc.) regarding this order.

6. Please ensure that the PO reference number is indicated on all correspondence.

7. Other instructions refer below important notes in the Purchase Order.

8. The identified interim warehouse address:

PRODUCERS CONNECTION LOGISTICS INC. (PCL) WAREHOUSE

883 Cristobal St. Paco, Manila

09778354958

09777250027

09438327270

8. Kindly disregard email address SSSCMLA-account-payable-SPEX@shell.com under below IMPORTANT NOTES 6.1d. The correct email address is APVENDORHELPDESK@shell.com."

*** Text changed ***

Currency: SGD

Item	Material /Service	Description	Qty	U/M	Unit Price	Order Value
10	7000000110	Wood Pack and Mark: 61048054 EXMWPM16 SWP WO/NT No : 61048054 0020 0010	3.000	EA	458.30	1,374.90



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Item	Material /Service	Description	Qty	U/M	Unit Price	Order Value
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Final Recipient : EPA-PM-PHM-0 Teodoro Maralit

****Accepted Offer - Balau Sawn Timber - 4" x 12.5"x 3250mm

Kind of Wood: Balau
 Botanical/Scientific Name: Shorea spp
 HS Code 44072971
 Country of Origin : Malaysia

<u>Qty.</u>	<u>Unit</u>	<u>Deliv. date</u>
3.000	EA	24.12.2021

TOTAL FREIGHT (VALUE) HDR VALUE	SGD	380.00
TOTAL PO VALUE	SGD	1,754.90



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IMPORTANT NOTES

1. This Purchase Order is issued subject to the COMPANY's PURCHASE ORDER TERMS FOR GOODS AND SERVICES which is published in the Internet under <http://www.shell.com/business-customers/shell-for-suppliers/purchase-order-general-t-s-and-c-s.html> and which is referenced to as General Terms and Conditions ("Terms and Conditions") and the SPII (Shipping, Packing and Invoicing Instructions). The General Terms and Conditions apply in respect of an agreement between COMPANY and CONTRACTOR, which may e.g. be in the form of a purchase order or a work statement (the "Agreement"). These Terms and Conditions are binding between COMPANY and CONTRACTOR and supersede and replace any CONTRACTOR terms and conditions or previous agreements for the Goods and Services in scope.

2. For Local Vendors: Kindly follow the SPEX ADVANCE PICK-UP AND DELIVERY NOTIFICATION POLICY.

3. FOR LOCAL VENDORS supplying GOODS. Be guided with the below guidelines:

3.1 [Local]: Kindly follow the SPEX PICK-UP, DELIVERY NOTIFICATION (PDN) POLICY:

ADVANCE DELIVERY NOTICE for LOCAL vendors:

a) Vendor to notify BSB that item is ready to be delivered at least 48hrs in advance.

This will be done via vendor submission of PDN including supporting documents (as enumerated in SECTION 5.1) to the following recipients:

i.helen.logmao@shell.com

ii.manolito.pita@shell.com

b) BSB to review documents within 24 hours and advice vendor whether they can proceed to deliver. Vendor is NOT allowed to proceed with the delivery without explicit instruction. Delivery will be rejected for vendors with no approved PDN.

c) If vendor has a valid PTO, vendor will be advised to deliver directly to BSB. Bring Copy of your PTO during delivery. Copy of PDN will be given to BSB guard as reference during the actual delivery. Vendor is advised to refrain from engaging in unnecessary conversations with the PPA guards.

Batangas Supply Base (BSB)
ATI Building 1, Batangas Port
Sta. Clara, Batangas City 4200
Philippines
Attention: Lito Pita
Tel.: (+6343) 722-1513

d) If vendor does NOT have a valid PTO, deliver to identified interim warehouse (RC/PCL). Copy of PDN will be given to assigned staff as reference during the actual delivery.

e) Vendor should follow the assigned delivery window hours. This is applicable for both BSB and identified interim warehouse.

Tuesday:8:00 - 10:00 am & 1:00 - 3:00 pm

Wednesday:8:00 - 10:00 am & 1:00 - 3:00 pm

Thursday:8:00 - 10:00 am & 1:00 - 3:00 pm

ADVANCE PICKUP NOTICE (FOR REPAIR) for Local Vendors:

f) SPEX REPAIR FOCAL will notify vendor that materials are ready for pick up via email to the following recipients:

i.Vendor

ii.helen.logmao@shell.com

iii.manolito.pita@shell.com

iv.Buyer Focal

g)Vendor to submit PDN at least 48 hours to schedule the pick-up of the materials.

h)BSB to review PDN within 24 hours and advice vendor whether they can proceed with pick up. Vendor is NOT allowed to proceed with the pick-up without explicit instruction. Pick-up will be rejected for vendors with no approved PDN.



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- i) If vendor have valid PTO permit, they can proceed to BSB upon receipt of BSB confirmation.
- j) If vendor does NOT have a valid PTO, below options are available:
- k) For Batangas based vendors, vendor to directly coordinate with any Batangas-based delivery vendors with valid PTO permit.
- l) For all other vendors, please DIRECTLY coordinate with Royal Cargo on the BSB pick-up transport.

ROYAL CARGO Details:

Contact Person: Rochelle D. Paras
Email Address: rochelle.deguzman@royalcargo.com
Contact Number: +632 8333-3000 ext.1272 | +63917 514-9433

m) After materials has been repaired, vendor will advise BSB that items are ready for delivery. Above advance Delivery Notice Policy will apply.

4. FOR FOREIGN VENDORS supplying GOODS. Be guided with the below guidelines:

4.1 [Foreign] EXPORT CONTROL: Please advise the ECCN # (Export Control Classification Number)/ HS # (Harmonized System) Code or any applicable classification for traded products of the quoted material/s. It is also important to verify and advise the buyer in advance if the material requires an End User Certificate. You may check the link for your reference: Commerce Control List.

Link: <http://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/commerce-control-list-ccl/17-regulations/139-commerce-control-list-ccl>

4.2 [Foreign] REGULATED MATERIALS: If quoted material has a chemical content, please submit a copy of the updated GHS-COMPLIANT SDS of the product and the Certification of Analysis. Note that the Philippine government has strictly enforced compliance to the latest edition of the GHS (Globally Harmonized System of Classification and Labelling of Chemicals). Also, all items considered as DANGEROUS GOODS should be properly identified and registered prior purchase.

4.3 [Foreign] SHIPMENT CONSOLIDATION: If shipment is consolidated and consists of multiple orders, vendor must pack and invoice together the POs with below USD 2,000 value and must pack and invoice together the POs with above USD 2,000 PO value.

4.4 [Foreign] PACKAGING:

- i. If shipment with wooden crates will not be consolidated (i.e., outside Singapore), it is the vendor's role to do the fumigation.
- ii. Special Packaging (e.g. long length items/pipes, plastic flange protector, or special packaging due to airlines requirement) is the responsibility of the vendor.

4.5 [Foreign] CARGO COLLECTION - Once the cargo is available for collection, vendor must provide the following via email to the Buyer.

Please note that cargo will not be collected if the 4 items below are not provided.

- i. Commercial Invoice (as described in SECTION 4.6.B.1)
- ii. Packing list (as described in SECTION 4.6.B.2)
- iii. Certifications (as described in SECTION 5.1)
- iv. Collection Address and Contact Person

4.6 [Foreign] SPEX SHIPPING INSTRUCTIONS (FOR STRICT COMPLIANCE): Shipment will be subject to Tax exempt. Failure to comply on the instructions that will result to payment of Duties and Taxes shall be shouldered by the contractor. SPEX may withhold or suspend payment to vendor for vendor's non-compliance with the below instructions.

A. MARKINGS ON THE PACKAGE/CARGO

CONSIGNEE:

Shell Philippines Exploration B.V.
Batangas Supply Base (BSB)
ATI Terminal Bldg. 1 Sta. Clara,
Batangas City, Philippines

NOTIFY PARTY:



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Shell Philippines Exploration B.V.
19th Floor Asian Star Building Asean Drive,
Filinvest Corporate City
Muntinlupa, Philippines
Contact Person: Rochelle de Guzman
Contact No: +632 3406-4206

B. DOCUMENTATION (SHIPPING DOCUMENTS)

1. Commercial Invoice

- a. Must match PO description and value
- b. If subject for Tax Exemption Certificate (TEC), Commercial invoice material description must match the pro-forma invoice if pro-forma invoice is used in TEC application.

2. Packing List

- a. Net Weight and Gross Weight is required on the packing list.
- b. For multiple line items, each line items should also indicate the net weight and gross weight. Grouping is not allowed.
- c. HS Code must also be indicated per line item.

5. For BOTH LOCAL and FOREIGN vendors supplying GOODS. Be guided with the additional guidelines:

5.1 [Local/Foreign] CERTIFICATION REQUIREMENTS: All the following original certificates must be submitted in advance:

- i. Foreign vendors - submit together with Commercial Invoice and Packing List,
- ii. Local Vendors - submit together with the Pick-up and Delivery Notification (PDN).
 - a. Bolts - COC, Mill Cert
 - b. Calibration/Test Equipment - Calib Cert, Warranty Cert, Ex Cert
 - c. Chemicals - Safety Data Sheet
 - d. Lubricants & Grease - Certificate of Analysis
 - e. Computer Parts - COC
 - f. Control Valves - COC, OPS/Maint Manual, Calib Cert, Hydro Test, NAC MR-0175
 - g. Cylinder Rack - Test Cert, Load Test
 - h. Electrical Equipment - COC, Ex Cert
 - i. Fittings & Flanges - COC, Mill Cert
 - j. Gaskets - COC, Mill Cert
 - k. Instrument Tubing - Mill Cert, Test Cert, NAC MR-0179
 - l. Instrument Fittings - COC
 - m. Oil, Fuel & Air Filters - COC
 - n. Ordinary Cables - COC
 - o. Ordinary Valves - Mill Cert
 - p. Pipes - Mill Cert, NDE Test
 - q. Power Cables - COC, Test Cert
 - r. Pressure Vessels - Mill Cert, NDE Test, ASME U Cert
 - s. Pressure/Temperature Gauges - COC, Calib Cert, NAC MR-0178
 - t. Pumps and Motors - Test Cert, OPS/Maint Manual, Hydro Test
 - u. Relief Valves - COC, Mill Cert, Test Cert, Hydro Test
 - v. Relief Valve Accessories - COC, Mill Cert
 - w. Rigging Equipment - Test Cert
 - x. Safety Equipment - COC, Test Cert
 - y. Shipping Container - Test Cert, Load Test, Manufacturer's Data Book
 - z. Steel Plates, Rolled Sections - Mill Cert
 - aa. Transmitter - COC, Mill Cert, OPS/Maint Manual, Calib Cert, Ex Cert, NAC MR-0176
 - ab. Gases (Quads/Cylinder)- Calib Cert, Pressure Test Cert, Certificate of Analysis



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5.2 [Local/Foreign] All original certificates mentioned must be couriered to below details if not included in the shipment packaging:

SHELL PHILIPPINES EXPLORATION B.V.
BATANGAS PORT,
ATI Terminal Building 1
Sta. Clara, Batangas City 4200,
Philippines
ATTN: LITO PITA

5.3 [Local/Foreign] ENVIRONMENT CODE OF BATANGAS CITY.

In compliance to the City Government of Batangas Sangguniang Panlungsod Ordinance No. 16 Series of 2010, Section 84, plastic and styrofoam materials must not be used as packaging materials for all deliveries. The use of environment-friendly packaging materials is required.

6. FOR ALL VENDORS supplying SERVICES. Be guided with the below guidelines:

6.1 [Services] SERVICE TICKET:

- a. The Service Ticket should be filled up by the vendor's representative on site upon completion of the service immediately before demobilization. Vendor shall explicitly state the value of work done during the mobilization and if there are any changes, shall state the changes from the original purchase order and the cost impact of such change. The vendor's representative shall make a detailed calculation of the charges indicated in Sheet 2 of this document and shall print the same.
- b. Vendor's representative should bring a copy of the original purchase order and quotation. Both documents shall be attached to this Service Ticket before submission to the scheduler. Time Sheets or other relevant supporting documents should be attached for reference.
- c. Vendor should ensure that this document should be accepted and signed by Shell's representative.
- d. Vendor shall ensure that 2 originals are signed by the Shell representative (SPEX Platform/Gas Plant Maintenance Team Leader through the onsite Scheduler). One (1) of the 2 will be left with the Shell representative for transmission of the scanned copy to the Accounts Payable Section (SSCMLA-account-payable-SPEX@shell.com). And the other copy will be brought back by the vendor's representative to their home office. The amount in the service ticket shall be the basis for the invoice that will be sent to Shell's Accounts Payable section.
- e. Shell reserves the right to review and dispute the amounts specified herein if it finds that there are discrepancies with the Service Ticket, Purchase Order and Quotation.

6.2 [Services] SAFETY & MOBILIZATION REQUIREMENTS:

- a. Vendor should wear "the required" PPE's as part of the mobilization.
- b. SPEX guidelines require training to be completed to OPITO standards, personnel mobilizing to the offshore platform must send to activity sponsor a copy of the BOSIET CA-EBS certificate and FTW Certificate.
- c. Vendor should provide SPEX medical certificate "Fit to work in remote location" of each personnel prior mobilization date. For foreign contractors, medical certificate should be based on UKOOA or NOGEPa to be valid (certificate will be reviewed/approved by the SPEX Focal point doctor) Vendor is not authorized to mobilize without approved medical clearance from SPEX Doctor.
- d. SPEX Updated Alcohol and Drugs policy: All contractors that will be working in Shell locations must be tested and passed the Three (3) Panel Drug Test which includes Shabu, Marijuana and Ecstasy. SPEX sites shall be alcohol free at all times.
- e. Personnel Insurance Policy; It is the Vendor's responsibility for the life insurance of their own personnel during mobilization and demobilization covered by this PO/contract.
- f. Vendor should coordinate final Mobilization & De-Mobilization schedule to service activity focal point.

7. All Original Invoices submitted for payment must contain a detailed breakdown of all appropriate Philippine taxes for each Purchase Order and mailed directly to the following address:

Billed to:



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Shell Philippines Exploration B.V.
19th Floor Asian Star Building
Asean Drive, Filinvest Corporate City,
Muntinlupa City 1781, Philippines

and submitted/mailed directly to the following address:

Shell Philippines Exploration B.V.
C/O Accounts Payable (Dela Rosa Wing)
Shell Shared Services (Asia) B.V.
21st Floor Solaris One,
130 Dela Rosa Street, Legaspi Village,
Makati City 1229, Philippines

- a. Vendor's invoices cannot be paid if the vendor fails to return a signed copy of the Purchase Order to Shell Philippines Exploration B.V. (SPEX). Purchase Order number must be quoted on the Invoice and all supporting documents pertaining to the order should be attached i.e.; Delivery Receipt (Goods PO) / Signed Service Ticket (Service PO) and other relevant documents.
- b. Invoices incorrectly prepared or lacking required details will be returned. For any invoice related queries, please send an email to APVENDORHELPDESK@SHELL.COM
- c. For local vendors, all Petroleum related contracts are subject to 8% final Income Tax which shall be withheld by Shell Philippines Exploration B.V. (SPEX) and paid to the Bureau of Internal Revenue (BIR). This tax is levied under PD No. 1354 and is in lieu of any and all Philippine Income Taxes, and therefore both individual rates and invoiced charges exclude Value Added Tax (VAT).
 - i. Vendor is required to show separately the gross amount, the deduction of the 8% Final Tax and the net amount of payment, if applicable. All Administrative related contracts are subject to 1% for goods and 2% for services final income tax and 12% Value Added Tax (VAT) if VAT-registered company.
 - ii. Per BIR regulation, vendor shall issue original BIR-registered of each collection receipt (CR) or acknowledgement receipt (AR) to the purchaser, customer or client at the time the payment of goods/materials is collected. Collection Receipt should be submitted to the designated pick-up location.

For Cheque payment collected at ITC:

Intertraffic Transport Corp.
Unit 316, 2241 La Fuerza Plaza 1 Building,
Chino Roces Avenue, Makati City

For Cheque payment collected at SPEX office:

19th Floor Asian Star Building
Asean Drive, Filinvest Corporate City,
Muntinlupa City 1780, Philippines

For Bank Transfer (WIRE) payment, Collection Receipt should be send/mailed directly to the following address within two weeks from the receipt of wire payment:

Shell Philippines Exploration B.V.
C/O Accounts Payable (Dela Rosa Wing)
Shell Shared Services (Asia) B.V.
21st Floor Solaris One, 130 Dela Rosa Street,
Legaspi Village, Makati City 1229, Philippines



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iii. Issued Collection receipt (CR) or acknowledgement receipt (AR) must be compliant with BIR requirements, indicating the Business Name, TIN of buyer, Business Address and payment details (Amount and Invoice reference), as per below:

Received from Shell Philippines Exploration B.V. with TIN 000-662-551-000 and address at 19th Floor Asian Star Building Asean Drive, Filinvest Corporate City, Alabang, Muntinlupa City, the sum of XXXXXXXXXX In partial /full payment for Invoice XXXXXXXX

8. BUSINESS ETHICS

- a. Vendors must not pay any authorities without an official receipt in compliance with the Anti-Bribery and Corruption.
- b. Vendors shall comply with applicable laws, rules and regulations and international conventions prohibiting the employment of child labor in the Philippines, Republic Act No. 7658 applies. Vendors shall take measures to ensure compliance by its sub-contractors, and all subcontracts executed by the vendor shall provide that violations of child labor laws shall be a ground for termination of the subcontract.
- c. Vendors shall comply with the Shell Group "Statement of General Business Principles", a copy of which can be found in below link:

Link: <https://www.shell.com/investors/environmental-social-and-governance/our-company-values.html>

9. LIFE SAVING RULES. The Life-Saving Rules set out clear and simple "dos and don'ts" covering activities with the highest potential safety risk. They help to make sure that rules are followed, and people are protected. Both Shell employees and contractors shall follow the rules.

The 12 Life-Saving Rules are:

- a. Work with a valid work permit when required
- b. Conduct gas tests when required
- c. Verify isolation before work begins and use the specified life protecting equipment
- d. Obtain authorization before entering a confined space
- e. Obtain authorization before overriding or disabling safety critical equipment
- f. Protect yourself against a fall when working at height
- g. Do not walk under a suspended load
- h. Do not smoke outside designated smoking areas
- i. No alcohol or drugs while working or driving
- j. While driving, do not use your phone and do not exceed speed limits
- k. Wear your seat belt
- l. Follow prescribed Journey Management Plan

Accepted by Undersigned

Date Signed
