

# **WORKING WITH BRIDGEPORT ENERGY**

## 1. PURPOSE

Your company, as the service provider (SP) has been selected as a supplier for Bridgeport Energy Limited. To ensure a smooth transition and a safe and cost effective working arrangement for both parties, this pack has been provided for your perusal.

Within the pack you will find the following information:

- 1.1 Details on Bridgeport Energy Subsidiaries and their Operations
- 1.2 Commitment to purchase goods and or services
- 1.3 Procurement Standard Terms and Conditions
- 1.4 Competitive Bidding
- 1.5 Emergency Orders
- 1.6 Purchase Order Price Change Information**
- 1.7 Delivery**
- 1.8 Invoicing Information**
- 1.9 Credit Return Process
- 1.10 Operations Locations and Contact Details

Whilst not ALL of the information provided in this pack may be relevant, depending on the service that you are providing, please ensure that you make yourself familiar with at least those items showing in bold above.

If you have not supplied to Bridgeport previously, you will be required to complete a New Supplier Form. On return of the completed form, your company details will be entered into Bridgeport's corporate accounting system making sure everything is ready for the commencement of supply.

### **1.1 Details on Bridgeport Energy Subsidiaries and their Operations**

Bridgeport currently owns and operates 10 producing oil fields, current net total production ~950 bopd (12 producing assets, 10 operated)

- BRIDGEPORT (SURAT BASIN) PTY LTD is (Moonie Oil Field)
- BRIDGEPORT (EROMANGA) PTY LTD is Cuddapan Oil Field (Inland)
- OILWELLS INC OF KENTUCKY PTY LTD is Utopia Oil Field
- BRIDGEPORT DRILLING PTY LTD is BD1
- And BRIDGEPORT (COOPER BASIN) PTY LTD represents the following fields:
  - Kenmore Oil Field
  - Bodalla South Oil Field
  - Bargie Oil Field
  - Blackstump Oil Field
  - Byrock Oil Field
  - Coolum-Glenvale Oil Field
  - Marcoola Oil Field

Although BRIDGEPORT (COOPER BASIN) PTY LTD has eight operational fields only two of these are manned which are Kenmore Oil Field and Bodalla South Oil Field. On most occasions all orders for these fields will be through Kenmore Oil Field.

There has been a lot of confusion in the past about which subsidiary to invoice and what field is related to which subsidiary. Please ensure your accounts department are aware of this page and Bridgeport's group structure. If invoicing has been done correctly this will ensure faster payment of accounts.

Bridgeport also has 17,000 km<sup>2</sup> exploration acreage in the Cooper, Surat and Otway basins with 57 petroleum tenements, 51 in the Cooper Basin.

Bridgeport also owns and operates its own service rig BD1. BD1 will also be upgraded to drill. BD1 operates between all subsidiaries which can also lead to some confusion when sending orders, Bridgeport Logistics will advise of its location.

### **1.2 Commitment to Purchase Goods and or Services**

All official orders placed by Bridgeport contain a unique Purchase Order (PO) number. Preferred suppliers must only supply goods and or service with an official Bridgeport PO number. No work is to commence before a PO is received. The PO number is crucial to the accounting system and ensures that the invoice can be matched to the correct PO in the system. Any non-conformance will result in the invoices being returned to the supplier for

resolution. Continual non-conformance may result in termination of trading arrangements.

### **1.3 Procurement Standard Terms and Conditions**

See attached document Standard Conditions of Purchase and Contract.

These terms will be attached to the first PO sent each month. If the supplier has a service agreement in place (SA) or a master service agreement (MSA) the supplier will abide by those terms and conditions stated within those contracts.

### **1.4 Competitive Bidding**

To the maximum extent practicable, quotations will be solicited on a competitive basis from two or more qualified sources to supply a scope of work. A document will be provided by the originator for the goods and or services required.

### **1.5 Emergency Orders**

Emergency orders are defined as unplanned orders requiring authorisation over the originators limit outside standard business hours. All emergency orders will be entered into the purchasing system. All emergency requests will have the notation “Emergency Order Confirmation Only Please Don’t Re-supply” contained within the text of the PO when generated.

In an emergency situation, reference to Work Order or Requisition will be provided. This information will need to be married to the PO when supplied.

For emergency orders, employees may request goods and or services from Bridgeport’s preferred suppliers prior to the PO being processed, during the requisition stage.

### **1.6 Purchase Order Price Change Information**

On receipt of the PO, the supplier is required to check if details are correct e.g. pricing, part numbers and delivery dates, ensuring that the RFQ (Request for Quote) pricing, and where appropriate, current Project or Ad Hoc quotation pricing is reflected. If there is a discrepancy, the supplier is to immediately amend the necessary information by physically writing on the document received. The supplier’s individual reviewing the PO and advising of the change is to also include their name and contact number on the PO. Once these changes are noted, the order is emailed to [bridgeportprocurement@bridgeport.net.au](mailto:bridgeportprocurement@bridgeport.net.au) for amendment.

Should the Procurement Officer/Initiator not agree to the price change they are to contact the supplier to discuss further.

The supplier will continue to action the PO unless they receive communication to do otherwise.

### **1.7 Delivery**

- When order is ready to collect, picking/packing slip must be e-mailed to [bridgeportprocurement@bridgeport.net.au](mailto:bridgeportprocurement@bridgeport.net.au) along with dimensions & weights.
- The supplier will then organise collection of orders by using Bridgeport's Transport Providers according to location of operations as follows:

#### Intrastate

1. Brisbane and Surrounding Suburbs
  - STW Logistics Pty Ltd  
[sales@stwlog.com.au](mailto:sales@stwlog.com.au)
2. Toowoomba and Surrounding Suburbs
  - Metals R Us  
[purchasing@mansell.com.au](mailto:purchasing@mansell.com.au)  
[jasonhandley@mansell.com.au](mailto:jasonhandley@mansell.com.au)
3. All other areas including Roma, QLD
  - Direct Couriers  
[freight@perth.directcouriers.com.au](mailto:freight@perth.directcouriers.com.au)

#### Interstate

1. All orders Interstate
    - [freight@perth.directcouriers.com.au](mailto:freight@perth.directcouriers.com.au)
- When contacting Bridgeport Transport Providers the Purchase Order/Requisition Number which is shown on the Purchase Order along with the relevant subsidiary (ex: Bridgeport (Eromanga) Pty Ltd.) must be noted for billing purposes.
  - Order must be packaged and labelled with the Subsidiary and Requisition number before the collection is made.

Bridgeport Subsidiary

**Oilwells Inc. of Kentucky**

ABN 18 062 619 774

a Division of the NHG Company

**Order No. 3140064** ← PO Number

Order Date: 06/09/17

Page: Page 1 of 1

**PURCHASE ORDER**

<b>LAWRENCE &amp; HANSON TWBA</b> PO BOX 2086  TOOWOOMBA QLD 4350  <b>Supplier telephone/fax</b> 07 4634 3966      0734180325	3381  <b>Forward Invoice Details to:</b> Bridgeport Energy Limited Level 7, 111 Pacific Highway  <b>Email:</b> accounts@bridgeport.net.au <b>Payment terms</b> 30 DAYS EOM
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**NOTE:**  
 1. Invoice must reference A/E and/or Purchase Order Number. Failure to comply with this procedure may result in payment delay.  
 2. The terms and conditions attached and all other attachments agreed by Bridgeport are part of this Purchase Order and any contract arising out of this Purchase Order and shall prevail and take precedence over any conflicting terms and conditions contained in any Supplier order or other documentation or printed form of the Supplier, notwithstanding any language in the Supplier's forms to the contrary. Performance of this Purchase Order by the Supplier in accordance with the Terms and conditions shall constitute acceptance of the same by the Supplier.

**Buyer Authority:**

<b>Delivery address</b> BRIDGEPORT GROUP Level 7, 111 Pacific Highway  ← <b>Transport Provider</b>	<b>Delivery terms</b> Supplier to arrange collection with Bridgeport's preferred transport company as noted in Delivery
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Line No	Quantity	U/M	Supplier Item No Description	Item No	Due Date	Unit Price	Line net
10	12.00	EA	PUMP SEAT NIPPLE 2-7/8 Requisition number: 2200949	700037	06/09/17	125.0000	1,500.00
							GST 150.00
							<b>NET ORDER VALUE 1,500.00</b>
							<b>GST 150.00</b>
							<b>GROSS ORDER VALUE 1,650.00</b>

← **Requisition/Work Order Number**

## 1.8 Invoicing Information

The purpose of this procedure is to advise the supplier of their responsibilities with regards to the provision and invoicing of goods and services to Bridgeport.

### A. Guiding Principles

This procedure is designed to:

- Assist the supplier in ensuring that all goods and or service work is requested and invoiced in the correct manner.
- Allow easy understanding of the process to be followed.
- Retain procurement knowledge.

### B. Procedure

On receipt of the purchase order (PO) the supplier ensures that the PO information is correct. If the PO is not correct the supplier shall email the amended PO to [bridgeportprocurement@bridgeport.net.au](mailto:bridgeportprocurement@bridgeport.net.au) for updating.

**Step:1** The supplier then supplies the goods/completes the necessary work.

**Step:2** The supplier then generates an invoice for the work clearly defining the following:

PO number must be noted on all invoices.

If the PO has multiple lines, each line is to be referred to individually on the invoice e.g.

Line 1: Unit number 12345    \$500.00

Line 2: Unit number 23456    \$12000.00

**Note:** If the order is for work on equipment that has unit numbers, the supplier is to ensure the unit number is detailed on the relevant line of the invoice so cost allocations can be made to the correct unit.

If entering multiple lines for work, please ensure that the description in each line easily identifies the work being done eg.

Line 1: Paint walkway

Line 2: Break-up and dispose of slab

If the order is for a stock item the supplier is to ensure that the item number is detailed on the relevant line on the invoice.

This will allow quicker processing by the accounts department when the invoice is received.

**Step 3:** The invoice is to be either emailed to [accounts@bridgeport.net.au](mailto:accounts@bridgeport.net.au) or posted to Level 7, 111 Pacific Highway North Sydney NSW 2060 as detailed on the PO. The invoice is not to be sent to the site for processing.

### **1.9 General Information**

- No work is to commence without a PO for the specific task.
- Do not quote old or completed PO numbers on invoices. These invoices will not be able to be entered as they will not have an open or associated PO. Any invoice with incorrect PO numbers will be returned to the supplier.
- Once all the amount of a PO has been invoiced, that PO number is not to be quoted for any future invoices. The supplier is to request another PO from Bridgeport for the continuation of the work if necessary.
- Any order placed for a service where the service is unable to be completed, the PO cannot then be used for another transaction between the supplier and Bridgeport.

### **1.10 Credit Return Process**

No goods will be returned or should be accepted by the supplier for credit without a Bridgeport system generated Credit Note. Bridgeport will tag the item with the reason for the return and create the required Credit Note to obtain a refund.

The supplier should not send a credit to Bridgeport accounts department without first receiving a credit note for the item from Bridgeport purchasing officer.



### **1.11 Operations Location and Contact Details**

#### **Purchasing Officer:**

Paul Miller0  
Level 7, 111 Pacific Highway  
North Sydney, NSW 2060  
Phone: (02) 8960 8421  
Mobile: 0415 217 951

#### **Purchasing Administrator:**

Nancy Fink  
Level 7, 111 Pacific Highway  
North Sydney, NSW 2060  
Phone: (02) 8960 8420  
Mobile: 0418 832 544

## Cuddapan Oil Field (Inland Oil Field)

Contact - (07) 4656 4851

Supervisors - Mathew Lampard / Mark Christensen

BRIDGEPORT ENERGY LTD  
CUDDAPAN PRODUCTION FACILITY  
MUD MAP TALLY - EROMANGA TO INLAND VIA KYABRA  
LAST UPDATE: 21/9/2011



Location	ID	Eromanga - Inland km	Incremental km	Inland - Eromanga km	Incremental km
Eromanga Pub	A	0.0	0.0	343.8	12.0
House	B	12.0	12.0	331.8	16.0
Quartpot	C	28.0	16.0	315.8	15.8
Kyabra Rd / Kyabra Keerongoolo Rd Int.	D	43.8	15.8	300.0	2.2
Kyabra	E	46.0	2.2	297.8	12.0
Burkobulla	F	58.0	12.0	285.8	27.2
Kyabra Rd / Diamantina Developemnt Rd Int.	G	85.2	27.2	258.6	78.4
Diamantina Dev. Rd / Jundah-Quilpie Rd Int.	H	163.6	78.4	180.2	51.4
Windorah	I	215.0	51.4	128.8	109.3
Diamantina Dev. Rd / Birdsville Dev. Rd Int.	J	324.3	109.3	19.5	7.5
Inland Field Entrance	K	331.8	7.5	12.0	12.0
Inland Production Facility	L	343.8	12.0	0.0	0.0

141° 38' 6.62" E 25° 32' 19.645" S (Google WGS 84)



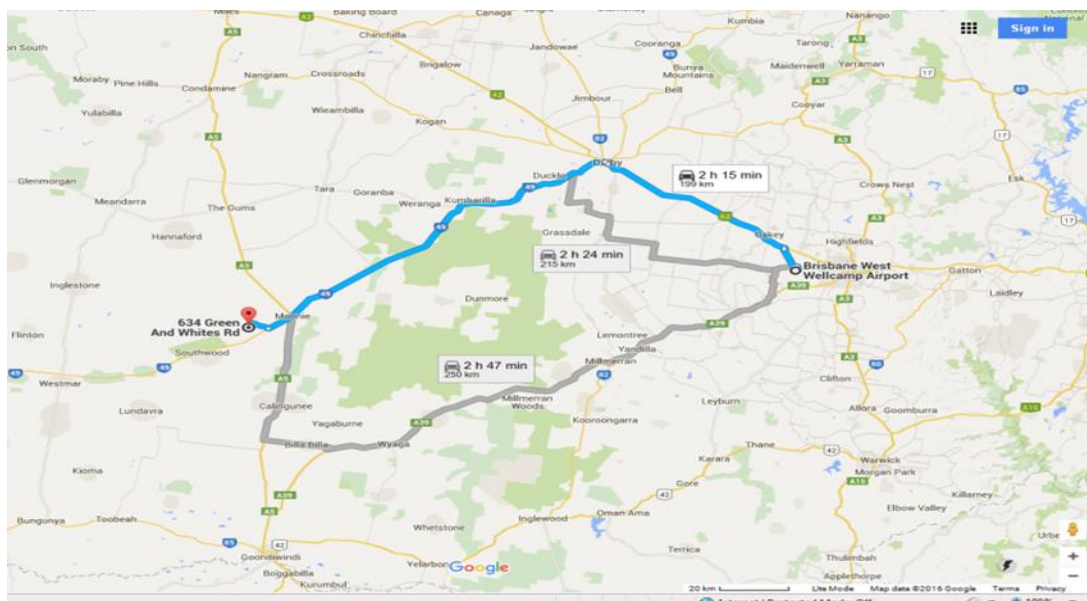
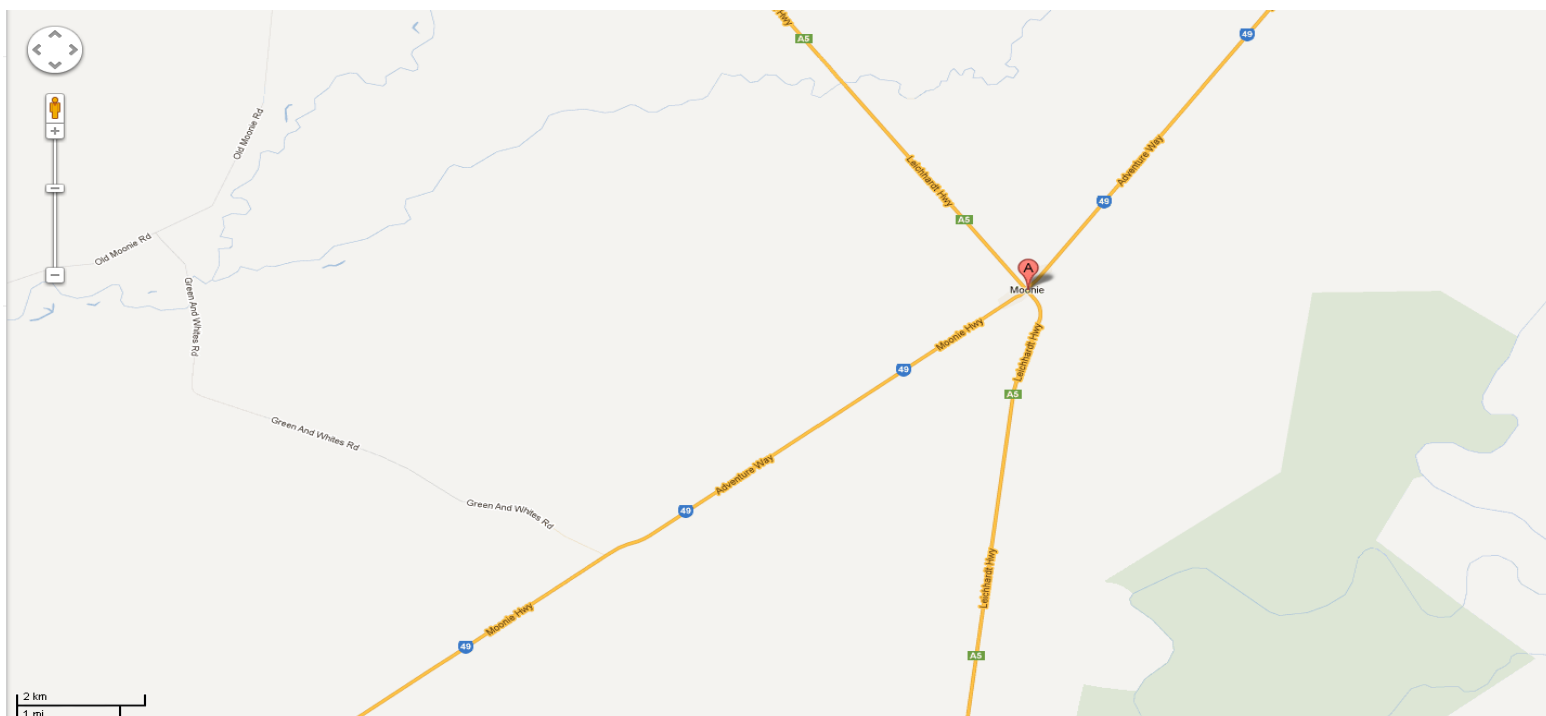
## **Moonie Oil Field Green And Whites Rd Moonie**

Contact – (07) 4665 0100

Supervisors – Kerry Sullivan / Wayne Morris

### **Travel Directions:**

1. Travel to Dalby, follow signs to Moonie via Moonie Highway
2. Once in Moonie, go straight, follow signs to St George via Moonie Highway
3. 8km out of Moonie turn right into Green & Whites Rd
4. After 4km turn left into Oilfields driveway.
5. Moonie Plant and Admin buildings on right in 1.5km



### Kenmore Oil Field - Cooper Developmental Rd Eromanga

Contact - 07 4656 4930

Supervisors - Vic McDowell / Robbie Ling

<b>Quilpie to Kenmore Oil Field</b>	
Follow the Diamantina Developmental Rd west towards Windorah	37.1km
Turn left onto the Cooper Developmental Rd	51km
Turn right onto unnamed Rd	3km

