



# Subcontractor Invoicing Procedure

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## Instruction to Suppliers / Service Providers - Invoicing Procedure



# Subcontractor Invoicing Procedure

## Approval History

DATE	ORIGINATOR	REVIEWED BY		APPROVED BY
09/08/2022	Wade Kilian Commercial Manager	Vijaianand Rajaram QA/QC Manager	Rafal Tejchman Business Systems Manager	Mark Dean Chief Operating Officer
Signature				

## Revision History

REVISION	DATE	DESCRIPTION OF CHANGE
0	09/08/2022	First Formal Issue



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# Subcontractor Invoicing Procedure

## 1. GENERAL

### 1.1 Purpose

The Purpose of this procedure is to define and explain the process involved in submission of invoices for Supply of Materials and Services performed by the Subcontractor.

### 1.2 Scope

This scope is applicable to all the projects of The Oman Construction Company LLC of invoices for Supply of Materials and Services performed by the Subcontractor.

### 1.3 Abbreviations and Definitions

ABBREVIATIONS	DEFINITIONS
Contractor	The Oman Construction Company LLC (TOCO)
Subcontractor	Means the supplier or seller or service provider to whom the Company has issued a Purchase Order in order for performing the supplies or services.
DO	Delivery Note
PO	Purchase Order
SOW	Statement of work
TPI	Third Party Inspection

### 1.4 References

NAME	NUMBER
Arabian Group (AIP, AITS and TOCO) - Delegation of Authorities (DOA)	Approved on 06/02/2022

## 2. RESPONSIBILITIES AND AUTHORITY

- As per Arabian Group (AIP, AITS and TOCO) - Delegation of Authorities (DOA)

## 3. CONTRACTUAL OBLIGATIONS

### 3.1 Materials

- 3.1.1. Any invoice not in accordance with this procedure shall not be accepted by the Contractor for further processing.
- 3.1.2. No final invoice(s) shall be paid until all documentation required in the Order and its attachments are received and accepted by Contractor.

### 3.2 Services

- 3.2.1. Any invoice not in accordance with this procedure shall not be accepted by the Contractor for further processing.



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- 3.2.2. All invoices pertaining to Services Shall include the **Payment Certificate** duly issued by the Contractor. In absence of Payment Certificate the invoices shall not be accepted.
- 3.2.3. No final invoice(s) shall be paid until all documentation required in the Order and its attachments are received and accepted by Contractor.

## 4. PAYMENT APPLICATION (Applicable for Services)

**Valuation Stage:** Subcontractor shall submit a **Payment Application** in the form to be agreed between Contractor representative and the Subcontractor (including Net. payable) to the nominated Contractor representative, for valuation and quantity verification, with necessary back-up which includes but not limited to the following:

- 4.1. PO copy, its Annexures, Form of Agreements and its T&C
- 4.2. Completion Certificate as per attached format (Appendix 1)
- 4.3. Measurement sheet as per attached format (Appendix 2)
- 4.4. Time sheet (as applicable)
- 4.5. TOCO Journey Plan-(Onward-Both ways & Return-Both ways) (duly signed off & stamped & dated by Contractor representative) (as applicable)
- 4.6. Delivery order- Contractor Return DO, Vendors DO (duly signed off & stamped & dated by Contractor representative) (as applicable)
- 4.7. Inspection reports (as applicable)
- 4.8. Calibration reports (as applicable)
- 4.9. TPI measurement sheet (as applicable)
- 4.10. Scaffolding measurement sheet (as applicable)
- 4.11. Instrument/FE report (as applicable)
- 4.12. Instrument/FE calibration and measurement sheet
- 4.13. Catering Man-day Sheet (as applicable)
- 4.14. Variation Orders issued by Contractor
- 4.15. All above mentioned documents are required and other appropriate supporting document in line with SOW.

## 5. PAYMENT CERTIFICATE (Applicable for Services)

**Certification Stage:** Contractor shall review the progress in alignment with the Subcontract and its relevant schedules and issue a **Payment Certificate**.

## 6. INVOICES (Applicable for both Materials and Services)

- 6.1. Invoices/Tax Invoice date should be date on or after the payment certificate date for supply of services whereas in case of materials, invoice date should be the date on or after the date of receipt of materials duly acknowledged by the Contractor
- 6.2. All original Invoice/ Tax Invoice must be delivered/submitted at our Head Office latest within 7 working days from the date of Invoice/Tax Invoice
- 6.3. Tax Invoice should be raised with all the details as prescribed in the Oman VAT Law and Executive Regulations
- 6.4. Invoices must show the following information:



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Subcontractor's Identification:

- Full name of the person or company
  - VAT Registration No (VATIN)
  - Complete Address
- 6.5. Amount invoiced and Currency
- 6.6. Contractor's Identification
- Full name
  - VAT Registration No (VATIN)
  - Complete Address
- 6.7. Order number / Project number / Seller Invoice number, place and date of issue.
- 6.8. Item number from the Order, quantities, short and clear description, prices (split as per Order, material, packing, transportation...)
- 6.9. Percentage and amount of VAT charged.
- 6.10. For Advance payments the Invoice must show the percentage (%) of Order total amount and the related milestone invoiced, in addition, the Invoice must include the legend "in concept of Advance Payment". For any advanced payment, a Bank Guarantee for the same amount of the Invoice will be required.
- 6.11. Indication of partial or final Invoice.
- 6.12. Invoices are to be duly stamped and signed by the Subcontractor.
- 6.13. Subcontractor's Bank Name, address, IBAN codes, Swift code.
- 6.14. Each invoice must correspond to one Order only.

## 7. INVOICING AND PAYMENT PROCESS

### 7.1 Invoice Logging

Subcontractor shall submit the following documents to TOCO "PAYABLES"

- 7.1.1. Purchase order copy (latest amendment)
- 7.1.2. Current dated Invoice/ Tax Invoice (original)
- 7.1.3. Payment Certificate issued by Company (Article 4)

### 7.2 Invoice Booking

Contractor shall authenticate the invoice and book the value in the system for initiating payments.

- 7.2.1 Invoice will be "summarily" rejected if the above requirements (refer clause 5.1) are not fulfilled.



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## 8. ADDRESS AND FISCAL DATA

All Bank Guarantees must be sent to:

1st Floor, Bldg.no # 5115/3/3, Way no # 4557, Complex no # 245,  
North Al Khuwair, Oposite Mohammed Al Amin mosque  
Muscat, Sultanate of Oman.

All the Invoices must Show the following data:

The Oman Construction Company LLC (TOCO)  
Order Number / Reference  
Contractor's Complete Denomination and VAT number  
Amount of the Invoice

All the Invoices must be delivered at:

1st Floor, Bldg.no # 5115/3/3, Way no # 4557, Complex no # 245,  
North Al Khuwair, Oposite Mohammed Al Amin mosque  
Muscat, Sultanate of Oman.

Attention: The Oman Construction Company LLC (TOCO), PAYABLES

IMPORTANT: Subcontractor's as well as Contractor's VAT Registration No (VATIN), Order number and Project number must compulsorily appear in each and all of the invoices, if not, they may be rejected.

## 9. APPENDICES

ITEM DESCRIPTION	DOCUMENT NUMBER
Subcontractor Completion Certificate	N_(TOC)_FRM_029_R0
Payment Certificate Format	N_(TOC)_FRM_030_R0