



Tenaris Bay City, Inc.
Central Offices
2200 West Loop South, Ste. 800
(77027) Houston
Texas
USA
Tel: 713-767-4400
Fax:
Commercial invoices must be uploaded via
supplier extranet at www.exiros.com.
We prefer to pay via ACH. Please contact
our Accounts Payable Department for getting
your account set up if needed.

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Purchase Order Number

3703775385

Document Date : 10/19/2021
Last Modified On : 10/19/2021 15:04:56
Total : USD 59.00
Vendor : 107023
Fax :
Payment Terms : Payment in 30 days receipt of invoice
Incoterm : FOB PP&A Tenaris
Transport :

NAVASOTA INDUSTRIAL SUPPLY LTD
9527 FM 379
(77868)NAVASOTA
Texas
USA

Care of :
Telephone : 9368257368
Fax :
Quotation :
e-mail : ORDERS@NISTX.COM

Global Negotiator : TOLOSA Angie
Telephone : 19792167216
Fax : 19792167216
e-mail : ATOLOSA@exiros.com

Local Purchaser : TORRES Alejandra
Telephone : 9793235445
Fax : 9793235445
e-mail : C.ATSALD@exiros.com

In accordance to the conditions stated in this document, the following items are hereby requested:

Delivery Address : Conroe Mill FP/SF
699 FM 3083
(77301-6435)CONROE
Texas
USA

Item N°	Material Product Code	Delivery Date	UM	Quantity	Unit Price	Order Price Unit	Price
00001	53004278	11/02/2021	Carton	4	14.75	Carton	59.00

Contract/Item: 6700279013 / 00001

Description:

TERRY CLOTH WHITE 32-3-0015

RAG TYPE: CLOTH RAG NEW OR RECYCLED: RECYCLED COLOR: WHITE PREWASHED PRESENTATION: 10 LB BOX; MANUFACTURER 1:
NAVASOTA; PART-NO 1: 32-3-0015

Grand Total 59.00 USD

SPECIAL TERMS (CONT.)

Terms and Conditions that apply for this transaction are those agreed in the Agreement indicated in this purchase document.

By accepting this Order the supplier hereby is accepting to observe the integrity and transparency guidelines reflected in the Tenaris Code of Conduct for Suppliers (such document is available at <http://www.tenaris.com/en/AboutUs/CodeofConduct.aspx>).

Dear Vendor/Users:

In order to reduce and/or avoid late payments, below you will find an invoicing guide, for you to follow, that will help us to process and pay the invoices in a timely manner

INVOICES



a) For Purchase Order Invoices – Invoices issued against a Purchase Order, should include the following information matching the Purchase Order:

- 1) Company Name – Complete “Bill to” company name as stated in the Purchase Order. The company will not accept invoices with incomplete name such as Tenaris or a wrong company name.
- 2) Purchase Order Number – which can be found on the top-right corner of the Purchase Order document.
- 3) Purchase Order Line – Reference the Purchase Order Line Item #.
- 4) Description – Please ensure item description (including Part #) matches description in the Purchase Order.
- 5) Delivery Location – Specify plant/office location where goods or services were delivered.
- 6) Requester User – Specify the name of the Tenaris employee who received the goods or services, if available.

· For the purchase of services, our internal procedure requires the Tenaris users to complete a Service Entry Sheet (SES) in our SAP system, in acceptance that the service provided was completed and according to the request. In order for you to upload your invoices in our system, you must match each invoice to the Service Entry Sheets. We encourage you to follow up with the Tenaris service users to ensure SES are created in a timely manner.

All invoices should be uploaded electronically to Exiros Workplace and to the individual requesting the goods/service.

o The following guidelines must be followed when submitting invoices electronically

- File must be PDF or TIF format
- File name should not include special characters as *,+,etc. nor spaces.
- One invoice/backup per file
- File must not exceed 5 Mb
- PDF filename cannot exceed 20 characters

If you do not have access to the Exiros Workplace, please send your invoices to usavendorinvoices@tenaris.com considering the same guidelines mentioned above.

Please consider that the Exiros workplace and this mailbox (usavendorinvoices@tenaris.com) are the only valid channels for AP to receive the invoices. Any other channel may be the cause of invoices not received by AP and delay in payments.

· For any payment inquiry you may have, please send your inquiry to accountspayable@tenaris.managed-otrs.com including your company name, contact information, invoices number, Purchase Order and reason for the inquiry. You should receive a response within 48 hours.