



Procurement and payment process Guidelines

The purchases of goods and services by GOW2 Energy Suriname N.V. (GOW2) are centralized within the Procurement Division (PRC) of Staatsolie. These purchases must comply with the Purchasing Policy & Procedures (PPP) of Staatsolie.

The following guidelines apply to the purchase and payment process:

1. Only staff of the purchasing department of PRC are authorized to make purchases on behalf of GOW2. A purchase Order (PO) will be sent to you for this specific order.
2. An original and specified invoice, clearly stating your company name, invoice number, invoice date, PO number, currency, bank information, and including, duly signed by an authorized functionary of your company attached to the PO must be submitted at GOW2 to the attention of the Finance department. Submitted invoices without the required documents will not be accepted and as such cannot be processed.
3. Local suppliers should submit their invoices at the front desk of GOW2 Energy Suriname N.V. and will receive a receipt as reference and proof.
4. Foreign suppliers can submit their invoice by e-mail to the e-mail address Finance@gow2.com and the original invoice can be sent by mail.
5. Unless specifically agreed otherwise, payments will be made within 30 days of invoice receipt.
6. For clarifications on the payment process, please send an e-mail to Finance@gow2.com
7. The payment procedure and terms takes effect as of the date the invoice is received by the Finance department. Please note that in order to ensure within the agreed payment terms, timely filing of your invoice at above-mentioned department, accompanied by a PO number is required.
8. The bank charges for payments (1) through an intermediary bank and / or with a bank located outside of the USA or (2) with a bank established in the USA in a currency other than USD, will be borne by the Supplier.
