



Dear Valued Supplier,

Last year, we announced the design and development of a new contract lifecycle management system (CLMS) at Woodside. This new system, Icertis, is now being prepared for implementation in 2025.

As a key participant in our contract lifecycle process, it is essential for you to stay informed about the new system and the upcoming changes to our processes. This includes the decommissioning of our current systems and the transition to the new platform.

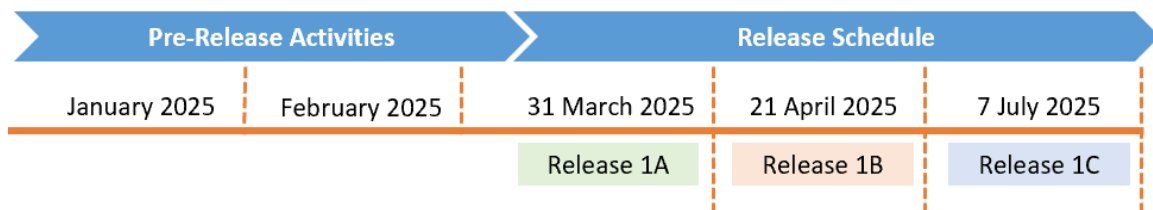
Introducing Icertis and the key benefits

Icertis will serve as our new CLMS, replacing the current systems. This transition will bring several key benefits, including:

- ✓ A unified platform to support our contract management activities across operations, capital projects and all geographical locations.
- ✓ Integrated workflows for document submission, review, approval, signature and communication.

When will this happen?

The new system will be implemented in three release phases commencing 31 March 2025.



The phases are aligned to the retirement of each of our current CLMSs. With each release, the system being replaced will be decommissioned.

Who will need to use the system?

Access to the system will be available to any supplier with an active contract or to suppliers participating in new tenders or contracts issued through Icertis after go-live on 31 March 2025.

For suppliers with active contracts, access to contract documents in Icertis will be granted once your contract is migrated to the system. This will occur in releases 1A, 1B or 1C, depending on the current

system managing your contract. Suppliers with multiple contracts across different systems may need to operate in multiple platforms until all contracts are fully migrated in the final release (1C).

For suppliers with new contracts, access will be provisioned once your contract is created in Icertis or when invited to participate in a tender through the system.

Why use Icertis?

Icertis, as a unified contract management platform, enhances contracting efficiency, fosters collaboration and provides an improved end-user experience through its robust functionalities. Using Icertis, you will be able to:

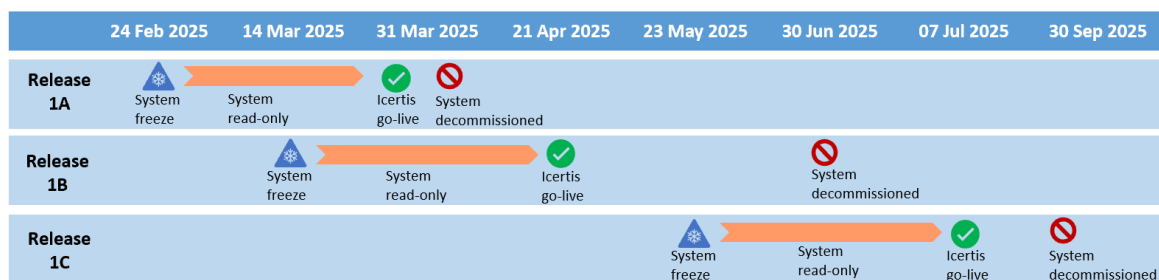
- ✓ View your contracts and related contract documents.
- ✓ Upload contract deliverables.
- ✓ Review and provide signatures to contracts, variations, amendments and other contract documents.
- ✓ View and respond to a tender invitation.
- ✓ Communicate directly with us.

How will the freeze impact me?

With each release, the system being replaced will undergo a freeze period. Any communication or contract management activities during the transition – from the freeze of the current system to the implementation of Icertis – will need to be managed outside the system, primarily via email. Any changes made during this period will not be saved.

Should you wish to retain any contract documents from the old system for your records, you will need to download these prior to the system being decommissioned.

The impact on you is expected to be minimal and your Woodside Contracts Adviser will provide guidance and support throughout this process.



How will I access Icertis?

Access to Icertis will be provisioned to all Supplier Representatives whose contracts are being migrated into Icertis in accordance with the release phases noted above. Access details and login instructions will be

sent via email. You will only be able to see your contract information after it has been migrated from the old system.

Will I receive training?

Understanding the system, its functionality and how to use it is essential. Our website will feature quick reference guides, self-paced interactive training videos and detailed instructions to assist you. Additional information about learning resources and post-go-live support will be shared soon.

Keeping you informed is our priority and we will continue to provide updates as new information becomes available. The Important Supplier Updates page on the Woodside website will also be regularly updated.

Please do not respond to this e-mail address. If you have any questions in the meantime, please contact your Woodside Contracts Adviser.

Thanks and regards,
Icertis Project Team
