



Dear Valued Supplier,

Following our February 2025 communication about the implementation of Icertis, we are pleased to confirm that we are on track for Go-Live (Release 1A) on 31 March 2025. From this date, all suppliers who previously accessed AVEVA Contract Management for the contracts run out of Houston will be able to access their contract documentation in the new system. Additionally, all new contracts and tenders will be created and managed in Icertis going forward.

Learning Resources

To support a smooth transition, we have developed learning and support materials to help you familiarize yourself with Icertis. The '[Learning and Support Resources](#)' page on the Woodside website includes Quick Reference Guides (QRG's) in the form of self-paced interactive training videos with instructions covering key topics.

System Access and Log in

On 31 March, supplier representatives associated with active contracts in our records will receive an email with their Icertis login details. The login email will be sent from **icm.service@icertis.com**, so please mark it as a safe sender to ensure it doesn't go to junk mail.

We encourage all suppliers to test your login and save the Icertis link to your favorites. A QRG on resetting your password and logging in for the first time is available on the Learning and Support Resources page.

Additionally, for every release, as we transition active contracts from the current system to Icertis, supplier representatives will receive an email informing them that their contracts are now accessible on Icertis.

Post Go-Live Support

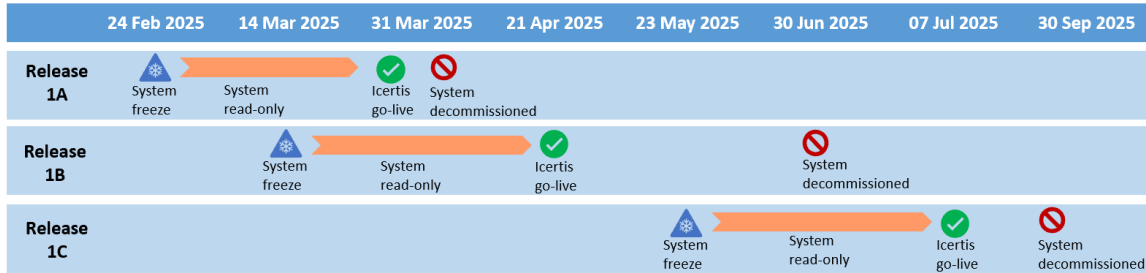
Should you have any questions or issues with the system access or functionality please contact your Woodside Contracts Adviser in the first instance or email the Icertis Support team at icertis@woodside.com.

System Freeze and decommissioning

As a reminder, we are currently in a system freeze period for Release 1A (Houston AVEVA replacement) and Release 1B (GCMS replacement). During this time:

- Both legacy systems are read-only—please communicate with Woodside stakeholders via email.
- Any changes made in these systems will not be saved or migrated to Icertis.

- All documentation for active contracts will migrate to Icertis, including contract and variation documents and communications. However, if you wish to retain any contract documents from the old systems for your own records, please download them before the system is decommissioned.



We appreciate your cooperation and look forward to a smooth transition to Icertis.

If you have any questions in the lead-up to go live, please feel free to reach out to your Woodside Contracts Adviser.

Thanks and regards,
iCLMS Project Team