

Four Corners Petroleum II, LLC: Vendor Invoicing Instructions

November 13, 2018

RE: Four Corners Petroleum II, LLC (FCPII)
Vendor Invoicing Instructions

This document is to provide all Vendors with information on how to submit invoices so that processing, approval, and payment can be made in an efficient and timely manner.

Vendor Response Required - Vendors Providing Services to FCPII

Form W-9 Request for Taxpayer Identification Number and Certification is required to be submitted to FCPII for all Vendors.

In addition to the Form W-9 we are required to have a Certificate of Insurance (COI) with sufficient coverage to meet our Master Service Agreement (MSA) requirements. If you are a self-employed subcontractor and are not required under federal and state laws to carry workers' compensation a completed subcontractor form may be required. Please contact our accounts payable department at invoices@fcpetroleum.com or our main office at 303-731-0073 if you have any questions regarding these requirements.

Vendors will be placed on hold until required information is received. It is the Vendors responsibility to make sure these documents are submitted so payment can be released.

Work Order Invoices

Invoices that are missing or incorrectly referencing work order number, work order lines or do not clearly identify the line details required for payment of the invoice may be rejected and sent back to the vendor for correction. Invoices are required to include the name, signature, and filled out stamp provided by the FCPII representative who ordered the work. If an invoice has been short paid you should contact FCPII AP.

Payment Terms

FCPII follows a standard of net 30 days from the **date the invoice is received** unless otherwise agreed upon within a contract. In order for us to meet this requirement, all required information should be included on the invoice. This will allow invoice approvers to timely review invoices. At times, invoice payment terms may be extended due to delays in receipt or internal approvals. If invoices are received **more than 60 days past date of service**, this will **most likely** result in delay of payment.

Rejected Invoices

Invoices that do not meet the outlined invoice requirements may be returned to the Vendor with a notice stating the reason(s) for rejection. It is the Vendors responsibility to re-submit the invoice with proper information in a timely manner.

Submitting an Invoice

FCPII requires vendors to submit invoices through **OpenInvoice**. If you are currently using OpenInvoice, please inform our AP department so that your company's site may be added to our list of Suppliers. Vendors currently not on OpenInvoice and would like more information please contact AP @ invoices@fcpetroleum.com. Vendors who do not submit through OpenInvoice will need to email their invoices to invoices@fcpetroleum.com. All invoice submissions need to follow the below guidelines:

- One invoice with support documents per attachment - including multiple invoices in one attachment will delay processing. Multiple attachments may be included per email.
- Acceptable document types are PDF and JPEG
- All required invoice details (as per the invoice requirements) must be recorded on the invoice. Do not include any invoice specific information in the body of the email itself as it will not be captured in the processing
- If invoices are received later than 60 days after the date of service this will ***most likely*** result in delay of payment.

If email of invoices is not practical for your company, invoices are required to be mailed directly to our corporate office at the address below. **Invoices mailed to any other office will not be accepted.**

Four Corners Petroleum II, LLC
Attn: Accounts Payable
607 19th Street
Golden, CO 80401

Other Tips

Do not send duplicate invoices as our control procedures may keep us from paying either one. Resubmitting invoices already received will only delay processing. If you are uncertain whether you have submitted invoices, please email invoices@fcpetroleum.com and request a report of outstanding invoices so you can verify receipt.

Do not submit invoices with manual alterations.

Vendor Invoice Requirements

The following invoice requirements are in effect for all invoices submitted to FCPII. Please ensure adherence to these invoice guidelines to enable faster payment of your invoice(s). Complete and accurate information is required for payment.

Failure to meet any of the following invoice requirements may result in the rejection of your invoice and a delay in payment:

- Vendor Name and Remittance Address – Complete company name, remit-to address and current contact information (email preferred)
- Invoice Date
- Invoice Number – Must be unique
- Total Amount Due
- Description of Goods or Services – Including all supporting documentation
- FCPII Invoicing Contact Name – Full name required and must be legible
- Field stamp supplied by FCPII employee who ordered work/materials
- Project Name/Authority For Expenditure (AFE) Number (where applicable)
- Well/Location Name
- Clearly label “INVOICE” or “CREDIT” – Credits should reference original invoice number

Where To Go For Help

Should you have any questions concerning the above requirements, please email the FCPII Accounts Payable Department. If email is not available you may contact by mail.

EMAIL: invoices@fcpetroleum.com ATTN: Marissa Nagle / AP

MAIL: Four Corners Petroleum II, LLC
Attn: Marissa Nagle / AP
607 19th Street
Golden, CO 80401

Please allow a **minimum** of two business days to respond to inquiries.

Changes to your Vendor Information

Please contact us immediately of any changes to your Vendor information (address, contact names, banking information, etc.). Please advise us by contacting at invoices@fcpetroleum.com.

Payment Information

Currently, ACH is not available to Vendors. Checks are cut and mailed at the beginning of each business week.