

## Bluestone NR2 Vendor Invoicing Instructions

04/20/2017

RE: BlueStone Natural Resources II, LLC (BlueStone)  
Supplier Invoicing Instructions

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

### ***Supplier Response Required - Suppliers Providing Services to BlueStone***

Form W-9 Request for Taxpayer Identification Number and Certification is required to be submitted to BlueStone for all US suppliers. Failure to furnish a Form W-9 could result in a penalty of \$50 by the IRS for each such failure. For more information and instructions on completing Form W-9 refer to <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please email completed Form W-9 to: [ap@bluestone-nr.com](mailto:ap@bluestone-nr.com) or fax to: 918-392-9201.

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. A sample of a COI, as well as the Texas Division of Workers' Compensation Form-85 Agreement Between General Contractor and Subcontractor to Establish Independent Relationship can be downloaded from our website at <http://www.bluestone-nr.com>. The Texas Division of Workers' Compensation Form-85 agreement can also be viewed or downloaded at <http://www.tdi.texas.gov/forms/dwc/dwc85.pdf>. Please contact our accounts payable department at [ap@bluestone-nr.com](mailto:ap@bluestone-nr.com) or 918-392-9290 if you have any questions regarding these requirements.

**Suppliers will be placed on hold until required information is received. It is the Suppliers 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 supplier for correction. Invoices are required to include the name and signature of the BlueStone representative who ordered the work. If an invoice has been short paid you should contact the BlueStone representative who ordered the work for explanation. When possible you may be notified via email of short payments or disputes. However, the Accounts Payable department may not always know reasons for short payments, therefore, contacting your BlueStone representative may be the most effective means to resolve issues.

### ***Payment Terms***

BlueStone follows industry standard of net 45 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 after the date of service**, we reserve the right to reduce or reject payment.

### **Rejected Invoices**

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

### **Submitting an Invoice**

BlueStone, requires vendors to submit invoices through **OpenInvoice**. If you are currently on the OpenInvoice network, please see our "Supplier Guidelines". Vendors currently not on OpenInvoice and would like more information please contact [vendorsupport@bluestone-nr.com](mailto:vendorsupport@bluestone-nr.com). Vendors who do not submit through OpenInvoice will need to email their invoices to [ap@bluestone-nr.com](mailto:ap@bluestone-nr.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 60 days after the date of service, we reserve the right to reduce or reject 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.**

Bluestone Natural Resources II, LLC  
Attn: Accounts Payable  
Williams Center Tower II  
Two West 2<sup>nd</sup> Street, Suite 1700  
Tulsa, OK 74103

### **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 [ap@bluestone-nr.com](mailto:ap@bluestone-nr.com) and request a report of outstanding invoices so you can verify receipt.

**Do not submit invoices with manual alterations.**

### **Supplier Invoice Requirements**

The following invoice requirements are in effect for all invoices submitted to BlueStone. 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:

- **Supplier 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
- **BlueStone Invoicing Contact Name** – Full name required and must be legible
- **Project Name/Authority For Expenditure (AFE) Number** (where applicable)
- **Clearly label “INVOICE” or “CREDIT”** – Credits should reference original invoice number
- **Well/Location Name**

### **Where To Go For Help**

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

**EMAIL:** [ap@bluestone-nr.com](mailto:ap@bluestone-nr.com)

**FAX** : 918-392-9201

**MAIL:** BlueStone Natural Resources II, LLC  
Williams Center Tower II  
Two West 2<sup>nd</sup> Street, Suite 1700  
Tulsa, OK 74103

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

### **Changes to your Supplier Information**

Please contact us immediately of any changes to your supplier information (address, contact names, banking information, etc.). Please advise us by contacting at [ap@bluestone-nr.com](mailto:ap@bluestone-nr.com) .

If you have additional information needed to include on the invoice, please contact your BlueStone representative that requested the product or service. The Accounts Payable department does not have access to this information.

### **Payment Information**

BlueStone is looking at expanding its capacity to make payments via ACH. Currently ACH is not available to all Suppliers. However, if your company will submit the ACH required information, we can potentially add them in the future. A link to the Authorization for Direct Deposit Form for you to complete and return is included on our website at <http://www.bluestone-nr.com>.