



Vendor Policies and Procedures – Field Tickets & Invoices

We require all vendors to follow the invoicing procedures outlined below. It is necessary to handle the daily invoice load and ensure we keep our vendors paid in a timely fashion and satisfy our internal auditing requirements. If you have problems or questions at any time, please do not hesitate to call or email.

Any work needs to be authorized by the following personnel, or their designee:

Barry Portman, CEO: Office 432-242-5890 b.portman@bcpcorporation.com
Cindy Portman, President: Office 432-243-3903 c.portman@bcpcorporation.com
Dusty Kilgore, COO: Office 432-256-4093 d.kilgore@bcpcorporation.com

Field Ticket and Invoicing Procedure:

- When any work is completed or an order is received, a field ticket **MUST BE GENERATED** by the vendor. This is a delivery ticket, work ticket, packing slip, etc.
- Field tickets **MUST BE CONFIRMED** and **APPROVED THROUGH OPEN INVOICE** before being flipped to an invoice. The paper ticket showing work done must be attached also.
- The person confirming/approving the field ticket will make any changes necessary to the company name, well name, facility name, description of work, etc. **PLEASE MAKE SURE THIS CARRIES OVER AND IS PRINTED ON THE INVOICE CORRECTLY.** A Vendor making changes from ticket to invoice will delay the process.
- The person approving the field ticket will also be filling it in with invoice coding. **PLEASE LEAVE THIS INFORMATION INCLUDED ON THE INVOICE.**
 - AFE (if applicable)
 - Location Name
 - Scope of Work
 - Date
 - Cost
- Invoices with a copy of the approved field ticket attached must be uploaded to Open Invoice. Digital field tickets should be flipped to an invoice through Open Invoice. **INVOICES WITHOUT FIELD TICKETS WILL BE REJECTED.**
- Invoices must be submitted in a digital/typed format, no handwritten invoices will be accepted.
- A Price Book must be on file in BCP Resources' Open Invoice site. To get set up on Price Book, please send an email to Melanie at vendorrelations@bcpcorporation.com. You will receive instructions & the link in Open Invoice to set up your pricing list.
- If you have questions on an invoice, please email them to vendorrelations@bcpcorporation.com.
- **Payment terms are based off approval date of invoice meeting the criteria above and will be paid according to the MSA signed between BCP & Vendor. Invoices must be fully approved before they will be entered for payment.**
- **Invoices received after 45 days from the time the work is completed will not be accepted or paid.**
- **For Vendors that habitually don't follow the Vendor Procedures, they will lose the ability to submit electronically & be required to get hand tickets signed, thus delaying the process & payment. BCP pays significantly for Open Invoice yearly & require vendors to use it & follow guidelines.**
- **Any work that requires travel charges, deliveries, or road time MUST have GPS attached to the ticket in order for work to be approved. There are no exceptions to this rule.**

Thank you for your support and assistance with these procedures,

Barry Portman
CEO

I, _____ (company name) agree to comply with BCP Resources' Vendor Policies & Procedures.

Signature

Printed name & Title

Date