

## VENDOR BEST PRACTICES

### INVOICING

- Vendors should be registered with OpenInvoice and submit invoices through the online portal. See the Vendor Invoicing Requirements & Submission Procedures.
- Vendors must adhere to all vendor invoicing requirements when submitting invoices. Refer to the Vendor Invoicing Requirements & Submission Procedures. Invoices will be rejected that do not follow these requirements. Emailed or mailed duplicate copies of invoices will be discarded.
- Account statements should be sent monthly to [apinquiry@lewisenergy.com](mailto:apinquiry@lewisenergy.com)
- Vendors should check OpenInvoice for invoice status, status updates are sent daily.

### PAYMENT

- Factoring: Any vendor that chooses to factor their accounts receivable must notify Lewis Energy Group in writing on company letterhead immediately at [apinquiry@lewisenergy.com](mailto:apinquiry@lewisenergy.com). Lewis Energy Group must also be notified immediately of any changes to an account assignment.
- Payment information can be found in OpenInvoice. Payment info is updated weekly any questions can be sent to [apinquiry@lewisenergy.com](mailto:apinquiry@lewisenergy.com)

### SERVICES

- You may only assign or subcontract the work or any portion of the work with the prior written consent of authorized personnel of Lewis Energy. Any violation of this policy may be subject to immediate removal of such subcontractor from the worksite and suspension or termination of the approved vendor. Please contact [Procurement@lewisenergy.com](mailto:Procurement@lewisenergy.com).
- Any information provided to you in connection with the work may be subject to the confidentiality provisions in your Master Service Agreement.

### MEDIA

- You may not take any photos or videos while on Lewis Energy property.
- You may not post any photos or videos involving Lewis Energy property or personnel on social media.

### SAFETY

- You shall promptly report all incidents to the Lewis Energy representative onsite. An incident is an event that may endanger persons, property, or the environment that is not normally encountered during routine operations. Any failure to do so may result in termination of your approved vendor status.
- Review our Contractor Health Safety & Environmental Guidelines which can be found on this website.

**This Vendor Best Practices list does not modify, amend or supersede any master services agreement, terms and conditions or other contract or agreement between Lewis and the vendor.**