

## VENDOR BEST PRACTICES

- All invoices shall be submitted within 120 days of completion of work or Lewis Energy Group will have no obligation to pay them.
- Do not send duplicate invoices.
- Do not send the same invoice multiple times.
- Invoices shall be submitted through OpenInvoice™ or emailed to [apinquiry@lewisenergy.com](mailto:apinquiry@lewisenergy.com)
- Field Tickets are not invoices.
- Invoices submitted to any department of Lewis Energy other than Accounts Payable will not be deemed submitted.
- If you factor or assign your accounts receivables or terminate any factoring arrangement or assignments, you must notify us in writing immediately. If you have factored or assigned your invoices, all such invoices must specify the name and address of the payee on its face.
- 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).
- You shall promptly report all incidents to 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. Please review our Contractor Health Safety & Environmental Guidelines which can be found on this website.
- 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.
- Any information provided to you in connection with the work may be subject to the confidentiality provisions in your Master Service Agreement.

**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.**