



Lewis Energy Group Invoice Submission Guidelines and Best Practices

To ensure the timely payment of invoices and to prevent invoices from being returned for lack of information, the invoice requirements below must be followed. For vendors currently submitting hard-copy invoices and wanting to move to an e-commerce solution, Lewis's preference is to do so through the OpenInvoice portal.

The procedures outlined below shall not be deemed to alter or amend any existing written agreements between the vendor and Lewis Energy Group.

The following sections outline the requirements & process for **ALL** invoices:

- I. Lewis's Invoice Submission Options
- II. General Invoice Requirements
- III. Invoice Status, Payment Inquiries & Statement Requirements
- IV. Oildex OpenInvoice Submission Guidelines & Examples

I. Lewis's Invoice Submission Options

Lewis Energy offers 2 options in submitting invoices: Oildex OpenInvoice™ or Email. All invoices must be submitted using one of these 2 options. Contact the Lewis Energy Accounts Payable department with any questions in regards to invoice submission at 210-384-5840 or by emailing apinquiry@lewisenergy.com. Invoices not submitted through OpenInvoice or emailed to apinvoice@lewisenergy.com will not be considered as submitted for processing.

- **Oildex OpenInvoice™ (Required for Registered Vendors, Preferred Method)**

Lewis Energy Group has partnered with Oildex OpenInvoice™ for single source electronic invoicing. Electronic invoicing will provide priority approvals for e-invoices versus email, facilitate electronic dispute resolution, and allow you to track the invoice status on-line. If your company is a registered vendor within OpenInvoice you are **required** to use OpenInvoice, invoices received outside of OpenInvoice will be discarded.

OpenInvoice™ provides several methods for uploading or submitting transactions: B2B, Direct Entry or LIDO (spreadsheet upload). See section IV for OpenInvoice Guidelines.

Typical configuration, training and support for your OpenInvoice™ supplier account will be provided by Oildex at no cost to you; however any third party assistance or software is not covered. Should you have any questions regarding electronic invoicing, please contact OpenInvoice support at openinvoicesupport@oildex.com or by phone at (866) 627-3287.

- **Email Submission Guidelines**

Emailed invoices should be sent to apinvoice@lewisenergy.com invoices sent to any other email address within Lewis Energy will not be processed by Lewis Energy accounts payable department.

1. Email only 1 invoice per email and backup detail at a time as a single attached file
2. Ensure department's name and the customer contact's name are clearly referenced on invoice
3. The email body itself **cannot** be the invoice (email with no attachments will be discarded)
4. The email body will not be read or interpreted; only attachments will be detached and processed
5. Attachments should not exceed 9.0 Mb in size
6. Supported file types are .pdf, .jpg, .jpeg, .gif, .png, .tiff.
7. Preferred attachment format is .pdf, in as close to 100dpi resolution as possible
8. Scan in Black & White only. Color scans are larger file size.
9. Do not email zipped files
10. When possible, combine the invoice and detail into 1 PDF attachment; in sequential order with invoice first followed by detail (** Only 1 invoice with associated backup per attachment will be accepted)
11. Do not send the same invoice multiple times as this will cause delays in processing and duplicates are discarded.

II. General Invoice Requirements

- Only invoices will be paid. Statements, delivery tickets, pro-forma invoices or other documents will not be processed for payment.
- Submitted invoices received by Lewis Energy that have incomplete information will be returned for correction and re-submission.
- All invoices must be correctly billing one of the following Lewis division's, **bill to of Lewis Energy Group will not be accepted.** Contact procurement@lewisenergy.com if you do not have the necessary entity's set up for invoicing in your system.
 1. Lewis Petro Properties (LPP)
 2. Lewis Resource Management (LRM)
 3. Navarro Midstream Services (NMS)
 4. Olmos Drilling Company (OLM)
 5. Lewis Energy Columbia (LEC)
 6. Segundo Navarro Drilling (SND)
- Reference only a single PO number per invoice.
- All invoices must contain the following:
 1. Vendor's Invoice Number
 2. Invoice Date
 3. Service Date(s) or Ship Date(s)
 4. Payment remit to address
 5. Invoice Total (in the same currency as the PO)
 6. Unit Price (in the same currency as the PO)
 7. Unit of Measurement (in the same UOM as the PO)
 8. Quantity of goods or services
 9. Description of goods or services
 10. Tax amount as applicable
 11. Lewis reference or Tracking number (if provided)
 12. Ticket Numbers (field ticket, BOL or other backup numbers that support the invoice)
 13. Lewis Contact who placed order
- PO related invoices must contain:
 1. Lewis PO Number
 2. PO Line Number (if provided)
 3. Material or service number (if provided)
- NON PO related invoices must contain one of the following:
 1. GL Account number (major) and Department/Job/Project # (cost center) for LEC, LRM, OLM, SND, NMS.
 2. Billing Category (minor)/Acct Code (major) and Well name/AFE (cost center) for LPP, NMS.
- Invoices should be addressed to the attention of Accounts Payable and billed to 10101 Reunion Place, San Antonio, TX 78216
- All supporting documents such as field tickets, delivery tickets, waybills, bills of lading, work orders, service tickets, weight tickets and third party invoices must be signed by a Lewis Energy representative and submitted with the invoice at the time of submission. Ticket numbers must be entered into OpenInvoice at the line level.
- For Drilling Invoices, supporting documents **must be stamped** with a Lewis Energy Rig Stamp and signed by a Lewis Energy representative before submitting the invoice and supporting documents to Lewis Energy AP for processing.
- For Lewis Energy Dispatch group invoices, supporting documents such as field tickets or delivery tickets must be stamped at the time of service, delivery or removal by the Lewis Energy representative on site.



Disposal tickets are the only exceptions that do not need to be signed by a Lewis Energy representative but still need to be included with the other supporting documents. If no representative is on site at the time of service the vendor must call the Lewis Dispatch group and report that no representative is present to sign and notate it on the ticket. A copy of the Lewis Dispatch email request should also be included as backup.

- It is essential that for any PO related invoices that the invoice matches the PO, invoices that do not match the PO or line items within could be rejected and delayed.
- Invoices that are submitted over 120 days from the invoice or service date may also be rejected or delayed.

III. Invoice Status/Payment Inquiries & Statements

- Please direct **ALL invoice status & payment inquiries** to: apinquiry@lewisenergy.com (**preferred method**)
- Call Customer Service at (210) 384-5840
- Statements should be emailed on a monthly basis as of the end of the month to: apinquiry@lewisenergy.com
- **DO NOT** send inquiries or statements to: apinvoice@lewisenergy.com as they will be discarded.

IV. OpenInvoice™ Submission Guidelines

Sites & Department:

Please choose the correct Site or Department for each invoice. If your company does not have the correct Site or Division set up please contact your buyer for the necessary information.

Site	Remit to Department
LEWIS ENERGY COLUMBIA (LEC)	Accounts Payable-LEC
LEWIS PETRO PROPERTIES, INC. (LPP)	Accounts Payable-LPP
LEWIS RESOURCE MANAGEMENT (LRM)	Accounts Payable-LRM
NAVARRO MIDSTREAM SERVICES (NMS)	Accounts Payable-NMS
OLMOS DRILLING COMPANY (OLM)	Accounts Payable-OLM
SEGUNDO NAVARRO DRILLING, LTD. (SND)	Accounts Payable-SND

Image Attachments:

All invoice submissions require an attached copy of the invoice and any related backup documentation that is required such as field tickets, disposal tickets, etc. Invoices should reflect the correct Lewis Energy bill to department or site on the invoice.

Unless otherwise directed ALL invoice submissions **must have** a Lewis Energy official stamp either on the invoice or on the backup documentation that includes the following: *Well Name/Number or Department Number, Account Code or Billing Category/Cost Center, Signature, Printed Name and Date.*

Attachments should be in black and white and in 100dpi in order to reduce the file size, see OpenInvoice™ image attachment guidelines. Lewis Energy will accept the following attachment types: PDF, TIFF, JPG, WORD, EXCEL and CSV. Invoices submitted through OpenInvoice™ can be up to 90mb in total size with several attachments, each attachment has a size limit of 9mb.

Invoices received that do not follow the attachment guidelines will be rejected.

Option 1. Direct Entry

Enter the Invoice Header information as outlined above and all lines of detail and attach a copy of your invoice with any related backup documents. Attachments must follow the above Image Attachment guidelines.

Invoice Line Item Fields		
Screen Field Label	Description	Required
Line Item Description	Line item description of items for that line	Required
Cost Center	Lewis Energy Department, Allocation Group, Job, Project, Yard or Zone/Well	Required for NON PO
AFE	Lewis Energy AFE Code - for LPP and NMS only	Required if provided for NON PO
PO	PO Number from Lewis Energy	Required if provided for PO ONLY
PO Line	PO line number from Lewis Energy PO	Required if provided for PO Only
Coding - Major	GL Account Code – typically listed as a 7 digit number such as 1001.000 For all PO related charges use 2020.000 For all Zone/Well or AFE related charges use 1115.000	Required
Coding - Minor	Billing Category # from Lewis – 4 digit number such as 5022 For all Zone/Well or AFE related charges, # is provided by Lewis For all other cost center numbers enter a dash -	Required for NON PO
Ticket No.	Lewis tracking number, Field ticket number, BOL, waybill and/or shipping number. (multiple numbers can be added per line item)	Required if included in backup docs
Amount	Total line amount	Required
Service Date	Ending service date	Required
Quantity	Line item total quantity invoiced	Required
Units	Unit so Measure – Each, Gal, Lbs, etc.	Required
Rate	Per item rate or price	Required
Subtotal	Line item sub total	Required
Total Tax	Line item tax totals if not listed as a separate line item	Required
Total	Line item total amount	Required

Open Invoice calculates tax on the individual line item. If the invoice total does not match due to rounding issues from the line item tax enter an adjustment line in OpenInvoice for any differences.



Option 2. B2B or File Upload via OpenInvoice Template/CSV, LIDO or

In using this option please follow the below guidelines in creating your file. Line item detail is required. Attach a copy of the invoice and any related documents. Attachments must follow the above Image Attachment guidelines.

PIDX Data Requirements

Screen Field Label	Description	PIDX XMLTag	Pidx Format
Header Description	Required: WHO, WHERE, WHY, WHAT – Include description of product/service delivered, rig/location, lewis rep who placed the order	Invoice.InvoiceProperties.Comment	Text
Contract	Required if provided with active pricebook in OpenInvoice	Invoice.InvoiceProperties.Contract	Text
PO Number	Required if provided for PO only	InvoiceDetails.InvoiceLineItem.PurchaseOrderInformation.PurchaseOrderNumber	Text
PO Line	Required if provided for PO only	InvoiceDetails.InvoiceLineItem.PurchaseOrderInformation.PurchaseOrderLine	Text
AFE Number	Required if provided for NON PO	InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber	Text
Cost Center	Required for NON PO Lewis Energy provided Department, Allocation Group, Job, Project, Yard or Zone/Well	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter	Text
Major Acct Code	Required Account code provided by Lewis Energy Group For all PO related lines use 2020.000 For all Zone/Well or AFE lines use 1115.000	InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorCoding.Major	Text
Minor Acct Code	Required Billing Category # provided by Lewis – 4 digit number such as 5022 For all Zone/Well or AFE lines the # is provided by Lewis For all other cost centers use a dash -	InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorCoding.Minor	Text
Ticket No	Required for NON PO if provided in backup documentation (Lewis tracking number, Field ticket number, BOL, waybill or shipping number.)	InvoiceDetails.InvoiceLineItem.ReferenceInformation.FieldTicket	Text
Service Date	Ending Date of Service - Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDate	YYYY-MM-DDTHH:MM:SS

LIDO CSV Data Requirements

Screen Field Label	Description	LIDO CSV Column	CSV Format
Invoice Number	Required	1 – InvoiceNumber	text
Invoice Date	Required	2 – InvoiceDate	text
Invoice Description	Required - WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, Lewis rep who placed the order.	3 - InvoiceDescription	Max 2000 Characters
Quantity	Required – Line item quantity	11- Quantity	Text
Units	Required – Unit of measure	12 – Units	Text
UnitPrice	Required – Price or Rate per unit	13 – UnitPrice	text
Line Item Description	Required – Description of the line item If using OpenInvoice pricebook and contracts this must be the description in the contract	15 – LineItemDescription	text
Service Date	Required - Ending Date of Service	17 - ServiceDate	YYYY-MM-DD
PO Number	Required if provided	18 - PurchaseOrderNumber	text
PO Line	Required if provided	40 – PurchaseOrderLineNumber	text
AFE Number	Required if provided	20 – AFE Number	text
Cost Center	Required for NON PO Lewis Energy provided department, allocation group, job, project or zone/well	21- CostCenterNumber	text
Major/Minor Account Code	Required – provided by Lewis Major – for all PO related lines use 2020.000 for all Zone/Well/Project or AFE use 1115.000 Minor – Provided by Lewis for all Zone/Well/Project or AFE, for all other use dash -	33-Operator Coding	text
Contract Number	Required if on OpenInvoice pricebook and approved contract	38 –	text

	with Lewis	ContractNumber	
Ticket Number	Required if provided in backup docs (number only) (Lewis tracking number, Field ticket number, BOL, waybill or shipping number. (multiple numbers can be added per line item)	39 – FieldTicketNumber	text
Service Date	Required - Ending date of service	41 - ServiceDateFrom	YYYY-MM-DD

Open Invoice calculates tax on the individual line item. If the invoice total does not match due to rounding issues from the line item tax enter an adjustment line in OpenInvoice for any differences.

Rejected Invoices:

Invoices that are missing information, stamps or other necessary information needed to process the invoice will be rejected through OpenInvoice™. Invoices can also be rejected due to disputed items on the invoice.

Rejected invoices will need to be updated and resubmitted through OpenInvoice™.