



Invoice Documentation Information NexTier Completion Solutions Inc.

The purpose of this letter is to inform you of certain process changes that will be effective on August 15, 2020. The goal is to work with our Valued Vendors to (1) ensure that only authorized charges are being made and (2) simplify the billing process to facilitate timely payment of your invoices. By following these instructions, our Valued Vendors will help NexTier meet these goals.

Starting August 15, 2020, NexTier Completion Solutions Inc. will require the following for any invoices:

1. If this is your first-time doing work for NexTier, you must be set-up as a supplier in Nextier's systems in order to receive payment. For further information, please send an email to:

VendorRequest@NexTierOFS.com

2. Make sure your invoices CLEARLY contain the following **mandatory fields**:

- **Invoice Date** (cannot be future-dated)
- **Invoice Number**
- **Vendor Number**
- **Vendor Name and Address**
- **Company Name and Address** (must match information found on the Purchase Order, if Purchase order is required)
- **Purchase Order (PO) Number (if required)**
 - Itemize charges to align with the PO.
 - Do not reference multiple POs in one invoice.
 - Do not ship goods in excess of the approved contractual PO.
- **Material/Service Description, Quantity, Unit of Measure, Unit Price and Net Price**
- **Invoice Amount**
 - State additional charges (tax, freight, demurrage, etc.) separately.
- **Currency**
- **Payment Remittance information**
- **For Services**, Vendor must include on invoice:
 - (1) name of person who ordered service and
 - (2) the address where the service took place.
- **If the invoice is for inventory parts and/or repairs to parts** they must have a Purchase Order.
- **Non POs Invoices** must include the following:
 - Vendor Number
 - Profit / Cost Center (this will be provided to you by NexTier representative)



3. If applicable, Vendor must include a copy of the Work Order (WO) or Bill of Lading (BOL) with the invoice. The Work Order or the Bill of Lading must have the following:
 - A printed name of the NexTier representative
 - The signature of the NexTier representative
 - The date signed by the NexTier representative
4. The invoice and the signed receiving documentation are also required to be kept on file by Vendor as documentation. This documentation must be available upon request by a NexTier representative.
5. All invoices will reference the corporate billing address:

NexTier Oilfield Solutions, Inc.
3990 Rogerdale Road
Houston, TX 77042
6. Invoices must be emailed to: APIInvoice@NexTierOFS.com.
 - Send invoices and all related supporting documents in a **single file** in **PDF** format.
 - **If sending multiple invoices in one email**, they will need to be in separate PDF attachments
 - **No handwritten invoices** will be accepted
 - Note: This is an auto reader email box, you will **NOT** receive a response

Failure to follow these instructions may result in charges not being paid. Unauthorized charges will not be paid by NexTier Completion Solutions Inc.

Should you have any questions or concerns, please feel free to reach out to:

Name	Title	Contact e-mail
Brian Bidigare	Senior Vice President, Ops Support	Brian.Bidigare@NexTierOFS.com
Laura Rotella	Director, Central Procurement	Laura.Rotella@NexTierOFS.com

A handwritten signature in black ink that reads "Brian Bidigare".