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Attn: Vendors and Suppliers

**Re: Billing Process and Requirements  
 New Effective 06/01/2016**

**NO MAILED INVOICES**

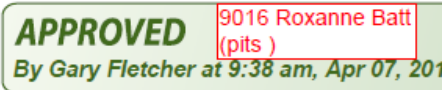
All invoices are to be submitted electronically to [accountspayable@capitanusa.com](mailto:accountspayable@capitanusa.com); should invoices be received via mail, they will be returned to sender and asked to have resubmitted.

- Invoice must be in .PDF form with back up for each with tickets/documents attached to each invoice.
- Each PDF file is to be named by the invoice number
- Each invoice is to be scanned separately (no batches of multiple invoices in one PDF)

**NEW APPROVAL AND SIGNATURE REQUIREMENTS**

**\*\*Field ticket must already have work verification signature (see below).**

<b>CAPITAN ENERGY</b>	
AFE#	LOCATION
OW Code	DATE
<b>WORK VERIFICATION STAMP</b>	
***this signature does not approve price or guarantee payment	



**ALL Invoices must have the following information:**

- The word "Invoice"
- Vendor Company Name
- Vendor Remit To Address/ Phone #
- Invoice Number
- Location Name
- Total Invoice Amount
- Correct Sales Tax
- Detailed Description of Goods Delivered or Services Provided
- **PROPER APPROVAL (2 part signatures):**
  - Field Ticket/ Back Up with a **work verification signature** (company man or representative authorized to verify that service was complete on the day. Must be with invoice to be processed for payment or second approval.
  - A Completed Stamp Shown to the Right / or approved stamp through AP approving system. ---If this is not acquired prior to submitting for payment, delays can be expected.

<b>CAPITAN ENERGY</b>	
AFE#	LOCATION
COMPANY MAN	DATE
<b>SIGNATURE</b>	
DRILLING	COMPLETION
AFE ACCT #	

**\*\*\*\*\*Billing cut off for the 25<sup>th</sup> of every month.**

Monthly statements are requested to keep accounts on track.