

Vendor Relations- Invoice Compliance

To help ensure timely processing and payment of invoices, Chesapeake Operating, Inc. (COI) is setting forth invoice submission guidelines. These guidelines will need to be followed by all vendors.

Required invoice information*

- Invoice number
- Invoice date
- Remittance address
- Service date
- Complete well name or number
- Field signatures are required. The approver may not approve the invoice if the field ticket is not signed.

***Failure to provide this information will delay payment**

***Do not include statement information or past due balances on the invoice.**

***Chesapeake does not remit payment from statements.**

Electronic Invoicing requirements

- Complete all required fields for invoice generation.
- Any field tickets/signatures previously required by the approvers, still need to be included.
- It is preferred that field tickets be attached to the invoices upon submission. If COI is required to index field tickets to invoices, additional fees may apply.
- Invoices dated prior to 'go live' date, should be sent manually to address listed below.
- Once your company has gone live with EI invoices, any physical invoices received, dated after 'go live' date, will be returned for EI processing.

Tax reporting information requirements

- Complete, signed W-9 form
*Foreign vendors may be required to submit alternate forms. To contact Accounts Payable, please see our contact information section.
- Master Service Agreement-Completed form & supporting documents should be mailed to:
Chesapeake Operating Inc
ATTN: Lori Budde
P.O. Box 18496
Oklahoma City, OK 73154-0496

Invoice submission address

Chesapeake Operating, Inc
P. O. Box 548806
Oklahoma City, OK 73154-8806