



## Invoice Compliance

To help ensure timely processing and payment of invoices, Chesapeake Energy Corporation is setting forth invoice submission guidelines. These guidelines will need to be followed by all vendors.

### Invoice Requirements

- 1 invoice per job
- Invoices should be mailed to centralized PO Box, not delivered to the field office.
- Invoices for services that are deemed as “payroll” (office help, consultants, etc) should be billed weekly.
  - Excluding contract pumpers, to be billed monthly

### Required invoice information – Failure to comply will delay payment

- Chesapeake entity being invoiced
- Invoice number
- Invoice date
- Remittance address
- Service date
- Complete well name or number, rig or property location, or gathering location (where appropriate)
- Field signatures are required. The approver may not approve the invoice if the field ticket is not signed.
- AFE (if applicable)
- Project name (if applicable)
- PO (if applicable)

### Electronic Invoicing requirements (currently only offered for Chesapeake Operating, Inc.)

- 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 above.
- Once your company has gone live with EI invoices, any physical invoices received, dated after ‘go live’ date, will be returned for EI processing.
- To be setup on Electronic Invoicing, please contact Lacy Waugh at [lacy.waugh@chk.com](mailto:lacy.waugh@chk.com) or 405.935.1660.

### Tax reporting information requirements

- Complete, signed W-9 form. Foreign vendors may be required to submit alternate forms. To contact A/P, please see our contact information section.
- All vendors who cross onto CHK property must have a Master Service Agreement on file. Completed form & supporting documents should be mailed to:  
Chesapeake Operating Inc  
ATTN: Lori Budde  
P.O. Box 18496  
Oklahoma City, OK 73154-0496

### Contact Information

- Phone –
  - (877) CHK-1Gas – COI, Midstream
  - (405) 935-0003 – Compass Manufacturing & MidCon Compression
  - (405) 935-4341 – Drilling Services Entities
- Email –

Chesapeake Operating –	<a href="mailto:vendorinfo@chk.com">vendorinfo@chk.com</a> (invoice inquiry)
	<a href="mailto:apinquiry@chk.com">apinquiry@chk.com</a> (invoice submission)
MidCon Compression -	<a href="mailto:midcon.compression@chk.com">midcon.compression@chk.com</a>
Compass Manufacturing -	<a href="mailto:compass@chk.com">compass@chk.com</a>
Midstream Companies -	<a href="mailto:ChesapeakeMidstream@chk.com">ChesapeakeMidstream@chk.com</a>
Drilling Services –	<a href="mailto:Cassie.Clark@chk.com">Cassie.Clark@chk.com</a>



- Fax –
  - (405) 849-0004 – COI
  - (405) 849-4432 - Midstream
  - (405) 849-4341 – Drilling Services Entities

### **Invoice submission addresses**

*Chesapeake Operating, Inc (COI)*  
P. O. Box 548806  
Oklahoma City, OK 73154-8806

*Louisiana Midstream Gas Services, LLC (LMGS)*  
PO Box 54915  
Oklahoma City, OK 73154-0915

### **Drilling Services Companies**

*Great Plains*  
P.O. Box 1399  
El Reno, OK 73036

*Oilfield Trucking Solutions*  
P.O. Box 537  
Mount Morris, PA 15349

*Hodges Trucking*  
PO Box 270660  
Oklahoma City, OK 73137

*Nomac – El Reno*  
3400 S Radio Rd  
El Reno, OK 73036

*Nomac – Marshall*  
P.O. Box 1056  
Marshall, TX 75671

*Nomac – East*  
171 Locust Avenue Ext  
Mt. Morris, PA 15349

**Chesapeake Midstream Development LP (CMD)**  
*Chesapeake Midstream Development (CMD)*  
PO Box 18312  
Oklahoma City, OK 73154

*Appalachia Midstream Gas Services, LLC (AMS)*  
PO Box 54382  
Oklahoma City, OK 73154-0915

*Arkansas Midstream Gas Services Corp (AMGS)*  
PO Box 18395  
Oklahoma City, OK 73154-0395

*Chesapeake Midstream Operating (CMO)*  
P.O. Box 18312  
Oklahoma City, OK 73154-0312

*Mid-America Midstream Gas Services, LLC (MAMGS)*  
PO Box 18955  
Oklahoma City, OK 73154-0915

**Chesapeake Midstream Partners LP (CMP)**  
*Bluestem Gas Services, LLC (BGS)*  
PO Box 54977  
Oklahoma City, OK 73154

*Chesapeake Midstream Gas Services (CMGS)*  
PO Box 54433  
Oklahoma City, OK 73154

*Chesapeake Midstream Partners (CMP)*  
PO Box 18355  
Oklahoma City, OK 73154

*Oklahoma Midstream Gas Services, LLC (OMGS)*  
PO Box 5443  
Oklahoma City, OK 73154

*Magnolia Midstream Gas Services*  
PO Box 18272  
Oklahoma City, OK 73154

*Ponder Midstream Gas Services, LLC (PMGS)*  
PO Box 18282  
Oklahoma City, OK 73154-0915

*Texas Midstream Gas Services, LLC (TMGS)*  
PO Box 18162  
Oklahoma City, OK 73154

### **Other companies**

*Compass Manufacturing*  
PO Box 18918  
Oklahoma City, OK 73154

*MidCon Compression*  
PO Box 18881  
Oklahoma City, OK 73154