



Bedrock AP FAQs and Invoice Submission Instructions

Before submitting an invoice, please be sure you have already provided a W9 to the AP team. Enrolling in Direct Deposit (ACH) payment is highly recommended to allow for faster and more convenient invoice payment processing.

- Blank W9 forms can be downloaded [here](#). Please fill out & return to ap@bedrockep.com.
- Direct Deposit Supplier Enrollment forms can be downloaded [here](#).

When submitting invoices for payment, you will need to include the following:

1. A copy of the **Invoice**
2. **Support Documentation** (Ex. Delivery ticket, Sales order, Purchase order, Timesheet, Agreement/Contract etc.)

Once you have all the listed documents above, you may submit your invoice through one of the following methods:

1. **Electronic Submission (Preferred): OpenInvoice**

- If your company is already registered on Open Invoice, we will enable your account to transact with us.
- If your company **is not** registered, please contact ap@bedrockep.com so that we can Onramp your company and have OpenInvoice set up an account for you.

2. **Corporate Mail Address for Correspondence or Statements:**

Bedrock Production, LLC
2002 W. Grand Parkway N., Ste. 205
Katy, TX 77449

3. **Email: (See page 2 for details)**

invoice@bedrockep.com

If you have any questions, please contact the Bedrock AP Team at ap@bedrockep.com.

Email Submissions

When preparing your invoice for emailing:

- Scan the Invoice and create a single email attachment file, beginning with the invoice followed by supplementary documents.

The email attachment file:

- Should preferably be saved as a PDF and must not exceed 9 MB in size. Do not zip your file.
- Name length should not contain special characters and be maximum 100 characters.

When emailing your invoice:

- Do not paste the invoice into the email body. The invoice must be sent as an attachment.
- Only send **ONE INVOICE** (with its backup documentation) **PER ATTACHMENT, PER EMAIL**.
- Verify the email address is correct. (see email list below)
- Do not send multiple copies of the same invoice.
- Do not send links to external systems for the client or client representative to download.
- Do not send password protected email attachments.
- **NOTE: The body of the email is not processed. Please do not include any invoice details or**
- **Invoice processing information in the email body.**

Email a PDF to: invoice@bedrockep.com

OpenInvoice Instructions

When submitting your invoice into the OpenInvoice portal, please remember the Following:

Invoice Site Selection:

- Submit invoices under the **Aledo or Bridgeport Site**. (*The Houston Corporate Site is for G&A invoices only*) *We will dispute the invoice back to you if it is incorrect.*

Invoice Number:

- When entering the invoice number, please enter it exactly how it is printed on the invoice. *We will dispute the invoice back to you if it is incorrect.*
- The invoice number field allows a **max of 30 characters**.

Taxes:

- You will need to reflect the tax separately when uploading your invoice into OpenInvoice.

Support Documents:

- Please make sure to attach support documentation with every invoice. (Ex. Delivery ticket, Sales order, Purchase order, Timesheet, Agreement/Contract etc.) *We will dispute the invoice back to you if it is incorrect.*
- If the support documents do not reflect what is charged on the invoice, we will dispute the invoice back to you for corrections or an explanation.

Invoice Description:

- When entering the invoice description, please input a brief description. (**MAX 30 characters**)

FAQs

- 1. What documents are required by Bedrock when submitting an invoice for payment?**
Bedrock requires supporting documentation such as a delivery ticket, sales order, timesheet, contract, etc.
- 2. Are there any special requirements we need to submit invoices in addition to support?**
Bedrock requires all invoices to be stamped and signed by field personnel before they are submitted unless other communication has been provided.
- 3. What is the preferred method when submitting invoices to Bedrock for payment?**
The preferred method of invoice submission is electronically through OpenInvoice. We also accept invoices via email at ap@bedrockep.com.
- 4. Who can I contact if I need a current W9 from Bedrock?**
Please contact our Accounts Payable Department at ap@bedrockep.com.
- 5. What are the payment terms for Bedrock?**
Bedrock payment terms are Net 60 days or based on signed Master Services Agreement.
- 6. When is the check run for Bedrock?**
Bedrock prints checks every Thursday and mails them on Friday of each week.
- 7. Who should I contact if I have a question about an invoice or payment on an invoice?**
Please contact our Accounts Payable Department at ap@bedrockep.com or call 281-899-8747.
- 8. Who should I contact if I am having issues submitting my invoices into OpenInvoice?**
If you are having technical difficulties with OpenInvoice, please contact OpenInvoice's support team at openinvoicesupport@oildex.com. If you have other questions about your invoice, please contact our Accounts Payable Department at ap@bedrockep.com or call 281-899-8747.
- 9. How can I submit my invoices electronically if this is my initial attempt?**
Please contact our Accounts Payable Department at ap@bedrockep.com so that we can enable you as a vendor to conduct business with Bedrock.
- 10. Does Bedrock accept early payment discounts?**
Yes, Bedrock accepts early payment discounts.
- 11. Who can I contact if I have an address change or any update regarding my account?**
Please contact our Accounts Payable Department at ap@bedrockep.com or call 281-899-8747.
- 12. How can I avoid a missed payment?**
Please send Accounts Payable ap@bedrockep.com a statement of your account monthly so we can reconcile.