

Title: NEW VENDOR SETUP FORM						
DEPARTMENT: Accounts Payable						
Reviewed: 04/12/2023	Effective: 4/15/2023	Supersedes: N/A				

Physical Address: Remittance Address: Remittance Email: Contact Name: Contact ISNetworld Subscription Number: Documents Requested: Item Title	Vendor Name:							
Contact Name: Contact Phone Number:	Physical Address:							
Contact Name: Contact ISNetworld Subscription Number: Documents Requested: Item Title	Remittance Address:							
Item Title Document Document Status Delivered	Remittance Email:							
Item Title Document Document Status Delivered 1	Contac	t Name:		Cont	act Phone Number:			
Item Title Document Document Status Delivered	Contac	t ISNetworld Subscription	Number:					
1 Tax ID	Docum	ents Requested:						
2 Proof of Insurance Automobile	Item	Title	Document		Document Status	Delivered		
Proof of Insurance General Liability Available N/A Yes No	1	Tax ID	Current W9		□Available □N/A	□Yes □ No		
Proof of Insurance General Liability Available N/A Yes No			,					
4 Proof of Insurance Workman's Comp □Available □N/A □Yes □ No 5 ACH Information Voided Check □Available □N/A □Yes □ No 6 ACH Information Bank Name □Available □N/A □Yes □ No 7 ACH Information ABA Number □Available □N/A □Yes □ No 8 ACH Information Account Number □Available □N/A □Yes □ No Invoices must be emailed to: payables@kernenergy.com (monitored for invoices only) Invoices not sent to payables@kernenergy.com are subject to a delay in processing and payment. Please send all other Accounts Payables correspondence and inquiries to AP@kernenergy.com. Remittance advice will be sent electronically from payments@kernmessage.com. Please add this email address to your approved sender list to ensure receipt of timely remittance advice. Please be aware that incorrect banking information will result in a \$25 processing fee. Kern Energy Use Only All Document Received PN3 Entry Complete □ Yes □ No □ N/A Internal Approval Date Vendor ID Accounting Manager / Controller □ Yes □ No □ N/A	2	Proof of Insurance	Automobile		□Available □N/A	□Yes □ No		
S ACH Information Voided Check Available N/A Yes No 6 ACH Information Bank Name Available N/A Yes No 7 ACH Information ABA Number Available N/A Yes No 8 ACH Information Account Number Available N/A Yes No Invoices must be emailed to: payables@kernenergy.com (monitored for invoices only) Invoices not sent to payables@kernenergy.com are subject to a delay in processing and payment. Please send all other Accounts Payables correspondence and inquiries to AP@kernenergy.com. Remittance advice will be sent electronically from payments@kernmessage.com. Please add this email address to your approved sender list to ensure receipt of timely remittance advice. Please be aware that incorrect banking information will result in a \$25 processing fee. Kern Energy Use Only All Document Received PN3 Entry Complete Yes No Partial Yes No N/A Internal Approval Date Vendor ID Accounting Manager / Controller Yes No N/A	3	Proof of Insurance	General Liability		□Available □N/A	□Yes □ No		
ACH Information Bank Name □Available □N/A □Yes □ No ACH Information ABA Number □Available □N/A □Yes □ No B ACH Information Account Number □Available □N/A □Yes □ No Invoices must be emailed to: payables@kernenergy.com (monitored for invoices only) Invoices not sent to payables@kernenergy.com are subject to a delay in processing and payment. Please send all other Accounts Payables correspondence and inquiries to AP@kernenergy.com. Remittance advice will be sent electronically from payments@kernmessage.com. Please add this email address to your approved sender list to ensure receipt of timely remittance advice. Please be aware that incorrect banking information will result in a \$25 processing fee. Kern Energy Use Only All Document Received PN3 Entry Complete □ Yes □ No □ Partial □ Yes □ No □ N/A Internal Approval □ Date Vendor ID Accounting Manager / Controller □ Yes □ No □ N/A	4	Proof of Insurance	Workman's C	omp	□Available □N/A	□Yes □ No		
7 ACH Information ABA Number	5	ACH Information	Voided Check	<	□Available □N/A	□Yes □ No		
8 ACH Information Account Number	6	ACH Information	Bank Name		□Available □N/A	□Yes □ No		
8 ACH Information Account Number								
Invoices must be emailed to: payables@kernenergy.com (monitored for invoices only) Invoices not sent to payables@kernenergy.com are subject to a delay in processing and payment. Please send all other Accounts Payables correspondence and inquiries to AP@kernenergy.com. Remittance advice will be sent electronically from payments@kernmessage.com . Please add this email address to your approved sender list to ensure receipt of timely remittance advice. Please be aware that incorrect banking information will result in a \$25 processing fee. Kern Energy Use Only All Document Received PN3 Entry Complete Yes \(\text{NO } \text{PN3 Entry Complete} \) Internal Approval Date Vendor ID Accounting Manager / Controller \(\text{Yes} \) \(\text{NO} \) \(\text{N/A} \)	7	ACH Information	ABA Number		□Available □N/A	□Yes □ No		
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				□Yes □No □N/A				
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