



**KERN ENERGY**  
We Fuel the Future

Title: NEW VENDOR SETUP FORM

DEPARTMENT: Accounts Payable

Reviewed:  
04/12/2023

Effective:  
4/15/2023

Supersedes: N/A

Vendor Name:

Physical Address:

Remittance Address:

Remittance Email:

Contact Name:

Contact Phone Number:

Contact ISNetworld Subscription Number:

Documents Requested:

Item	Title	Document	Document Status	Delivered
1	Tax ID	Current W9	<input type="checkbox"/> Available <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Proof of Insurance	Automobile	<input type="checkbox"/> Available <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Proof of Insurance	General Liability	<input type="checkbox"/> Available <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Proof of Insurance	Workman's Comp	<input type="checkbox"/> Available <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	ACH Information	Voided Check	<input type="checkbox"/> Available <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	ACH Information	Bank Name	<input type="checkbox"/> Available <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	ACH Information	ABA Number	<input type="checkbox"/> Available <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	ACH Information	Account Number	<input type="checkbox"/> Available <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Invoices must be emailed to: [payables@kernenergy.com](mailto:payables@kernenergy.com) (monitored for invoices only) Invoices not sent to [payables@kernenergy.com](mailto: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](mailto:AP@kernenergy.com).

Remittance advice will be sent electronically from [payments@kernmessage.com](mailto: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

Yes  No  Partial

PN3 Entry Complete

Yes  No  N/A

**Internal Approval**

Date

Vendor ID

Accounting Manager / Controller

Yes  No  N/A

New Vendor Requested By