



Supplier Frequently Asked Questions

How do I become a Roan Resources LLC Supplier?

Please provide your contact information along with a list of products and/or services to accountspayable@roanresources.com. You will be contacted if we identify a business need for your products and/or services.

How do I submit an Invoice?

Roan Resources LLC offers several ways to submit your invoices. Roan Resources LLC prefers to receive invoices through Electronic Invoicing, using OpenInvoice.

If you choose to mail or email your invoices to our Accounts Payable Department, you may do so to the addresses listed below:

accountspayable@roanresources.com

OR

Roan Resources LLC
Attn: Accounts Payable
14701 Hertz Quail Springs Parkway
Oklahoma City, OK 73134

What is OpenInvoice?

OpenInvoice, an Oildex Solution, (previously known as ADP) is available for electronic submission and is free for the supplier. Approved invoices integrate directly into Roan Resources LLC's financial system for payment. Disputed invoices are resolved in real time between the supplier and operator. All correspondence can be done within OpenInvoice using comment fields and are saved with the invoice. Both the supplier and Roan Resources LLC have access to view the invoice at any time after it is submitted. To join the OpenInvoice network please complete the registration process by visiting:

<https://www.openinvoice.com/docp/public/registerBuyerText/>



What are Roan Resources LLC Standard Invoice Guidelines?

Required Invoice Information

- Ensure “remit to address”, Invoice number and invoice date are clearly defined
- Roan Resources LLC contact name and department are clearly referenced
- Include all necessary backup (field tickets, bid sheets, etc.)
- Complete description of work done or product purchased including service date
- Complete well name or number, rig or property location and Site and Department Codes. *(Site and Department Codes will be provided on field ticket at time of service)*

Email Guidelines

- Only 1 invoice and backup detail per email
- Backup detail must be sent in the same attachment in sequential order
- The email body itself cannot be the invoice; only attachments will be detached and processed
- Attachments should not exceed 6.0 Mb in size
- Preferred attachment format is .pdf and as close to 300dpi resolution as possible
- No zipped files
- 8 ½ X 11 paper with black lettering
- Do not send multiple copies of the same invoice

Mail Guidelines

- Mail invoices and associated backup only
- No header pages
- No blank pages
- 8 ½ X 11 20lb. white paper with black lettering
- No staples, paper clips or sticky notes
- Backup detail must be in sequential order; place invoice on top followed by detail
- Do not send multiple copies of the same invoice

OpenInvoice

- B2B Integration, XML/CSV Invoice Upload and Direct Entry accepted
- Invoice Submission Guidelines can be found within OpenInvoice in the Resource Center, under Submission Guidelines.
- OpenInvoice Support can be reached at openinvoicesupport@oildex.com or 866-627-3287

Providing required documentation prevents unnecessary delays in payments based on agreed upon terms.

When will I receive payment for my invoice?

Roan Resources LLC processes payments on a weekly basis for approved invoices based on due date.



What payment methods does Roan Resources LLC offer?

Roan Resources LLC offers payment by Direct Deposit (ACH). Please see the Download Forms Section for a copy of our Direct Deposit Enrollment Form.

If your company is unable to accept direct deposit, we will send your payment via check.

What is Roan Resources LLC Tax ID Number?

Please see the Download Forms Section for a copy of Roan Resources LLC W-9.

Who do I contact for any accounts payable questions?

Accountspayable@roanresources.com

405-896-8002

Who should I contact for Credit Applications?

Please email CreditRequests@roanresources.com