



We're excited to share the news regarding the continued evolution of our company and the benefits these changes bring. Our knowledgeable and friendly Accounts Payable Team is committed to offering excellent vendor relationships you can trust. We've made strategic updates to our AP process to provide a more efficient and streamlined billing experience. To guarantee your invoices are processed correctly and efficiently please follow this guide.

Invoice Submission Guide

ALL INVOICES MUST INCLUDE A JUNCTION APPROVAL STAMP & SIGNATURE

A Junction Resources Operating representative must stamp and sign all invoices prior to submission. If the actual invoice was not stamped and signed, *a Field Ticket with a Junction approval stamp and signature of a Junction Resources representative must be included behind the actual invoice.*

➤ **INVOICES (ONE PER EMAIL) SHOULD BE SENT TO:**

- JunctionAPIInvoice@junctionresources.com

➤ **AP QUESTIONS SHOULD BE SENT TO:**

- Junction@junctionresources.com

FAQ

Q. *Can I send more than one invoice/attachment per email?*

No. The JunctionAPIInvoice@junctionresources.com box is **fully automated and isn't manned by anyone**. The automation program only removes ONE invoice/attachment per email and uploads it into our accounting system. For this reason, we ask that any stamped and signed field tickets accompany the actual invoice, combined into one document/attachment.

Q. *I accidentally used the old email address. Will you still receive my invoice?*

We've planned for a smooth transition period and can assure you that during this time all invoices will be received by our AP team. However, we suggest that you update Junction's AP email addresses at your earliest convenience.

Q. *My email was undeliverable or rejected. What should I do?*

Our security software periodically updates and may reject emails from a domain it identifies as a risk. If this happens, please notify us at Junction@junctionresources.com and we will ask our IT department to "whitelist" your emailing domain. Occasionally certain domains will need whitelisted any time the security software updates.



Q. *I received an email from someone at BakerTilly.com. Who is this?*

BakerTilly is a third-party team of highly qualified and experienced industry accountants that assist Junction Resources. It's common for one of their team members to respond to email inquiries sent to the group distribution address: Junction@junctionresources.com

Contact Us

Junction Resources Operating, LLC

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➤ **Junction Resources AP Team**

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Please don't hesitate to contact us, should you have any questions. We look forward to an ongoing successful partnership your business. Again, thank you for putting your trust in Junction Resources Operating, LLC.