



October 30, 2023

Archrock Invoice Submission Requirements

Dear Valued Supplier,

Please see below for a reminder of our invoice submission process. It is critical to follow these requirements to prevent or minimize any delays or disruptions to the invoicing process.

Invoice Submission Requirements:

All invoices **shall** be submitted via email to submit.invoice@archrock.com.

Invoice **shall** be submitted as an attachment in PDF or TIF File Format.

Invoice **shall** include supporting documentation (if applicable) per submission in PDF format.

(Multiple invoices with supporting documentation can be submitted in one email but each invoice and supporting documentation must be a separate PDF).

Supporting documentation (if applicable) **shall** include but not limited to:

- Proof of delivery.
- Copy of Purchase Order document
- Approved and signed timesheets.
- Expense receipts, etc.

Invoices **shall** reflect line-item details in the Purchase Order and provide sufficient item details for each charge.

Invoices **shall** include the following:

- Purchase order number. Purchase Order must be in place before any work is done or any parts are shipped. The only exceptions will be for recurring payments such as rent, utilities, etc.
- For invoices without Purchase Order, invoices **shall** include Name of person who placed the order and ship-to location.

Invoices **shall** be submitted within 180 days from completion of the work or delivery of goods.

Invoices that do not meet the above requirements will be rejected and returned. Please use the above as a checklist to ensure compliance to minimize any delays.

Payment status inquiries and monthly account statements **shall** be sent to:

- Email payment.status@archrock.com, or
- Contact Accounts Payable at 281-836-8660

Following these processes will result in more efficient processing and faster payment to you. Thank you in advance for your cooperation.

Sincerely,

Steve Roberts
Vice President, Supply Chain

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