



Dear valued business partner:

### AP Invoice Requirements

In order to ensure timely payment of your invoices, please comply with the following requirements:

- Vendor Packets must be completed and sent to [ap@origisenergy.com](mailto:ap@origisenergy.com).
- All invoices shall be sent to: [ap@origisenergy.com](mailto:ap@origisenergy.com)
- All invoices need reference the corresponding valid Origis PO number. Origis Company PO's have a 10 digits number starting with 45XXXXXXXX.
- For invoices with multiple lines items and multiple Origis PO's, reference each line individually.
- All packing lists must reference Origis part numbers and PO numbers.

Payment terms are Net 30 days from the invoice date, unless otherwise specified or agreed to in writing by an authorized official of Origis Energy, LLC.

If you have any questions or concerns, please contact [AP@origisenergy.com](mailto:AP@origisenergy.com).

Sincerely,

Corporate Controller