

# Pioneer Natural Resources

## Operations Department Billing Guidance

Please review and implement the following billing guidance for the Pioneer Operations department.

**Beginning March 15, this guidance will be strictly enforced.** Please reach out to [SupplierHelp@pxd.com](mailto:SupplierHelp@pxd.com) with any issues that you experience when submitting to the Pioneer OpenInvoice site.

### **Impacted Workstreams within Operations:**

**The following guidance is divided into three sections, based on common billing requirements.**

#### **Section 1:**

- Maintenance
- Electrical
- Automation & Measurement
- Compression
- Vapor Recovery Units (VRUs) and Flare Preventative Maintenance (PM) services
- Spill Remediation (for Operations)
- Operations Dispatch (hauling fluid, etc.)
- Manifested Loads

#### **Section 2:**

- Workover

#### **Section 3:**

- Other Operations groups
- VRU and Flare Call-Out services (non-PM work)

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**Section 1:** Worked performed for Maintenance, Electrical, Automation & Measurement, Compression, Vapor Recovery Unit (VRU) and Flare Preventative Maintenance Services, Spill Remediation, Operations Dispatch (hauling fluid, etc.), Manifested Loads

1. **Requesting Services** – The following must be provided to you by the Pioneer Representative at the time that services are requested:
  - **A Work Order** is required for services
    - Work Orders in the Midland Basin are in the format PAT##### or PAT-PM#####
    - For Dispatch only, if PAT # was not provided, a WSWO number must be used
    - For VRU and Flare services:
      - Preventative Maintenance (PM) work requires a Work Order
      - See Section 3 for non-PM VRU and Flare services (call out work)
  - **Project Number**, if applicable
  - **Cost Center Name and Number** (both is preferred)
  - **Requisitioner**
    - For a PAT Work Order, the Requisitioner is in the *Requisitioner* field is on the upper right hand corner of the Work Order Report
    - For a WSWO, the Requisitioner is in the *EFT Requisitioner/Invoice Approver* field in the WSWO email
2. **Performing Services**
  - A Pioneer signature is NOT required
3. **Billing Services**
  - Submittal timeframe
    - It is preferred that Tickets be submitted within 2 days of work completion
  - The following is required with your entry:
    - **Price Book** must be applied, where applicable
    - **Service Date** must reflect work performance
    - **PAT Work Order** number must be entered into the PO field in Open Ticket/Open Invoice (see above)
      - VRU/Flare call-out work does not require
    - **Project Number** if applicable (see above)
    - **Cost Center Name and Number** must be entered and must and match the location of work performance and attached documentation (see above).
      - **Please ensure** that the correct location is selected.
      - We regularly see the wrong location selected in people choosing a Pad instead of a Well, ALC instead of a location, etc.
    - **Requisitioner** (see above)
      - A single or invoice cannot contain charges for multiple Requisitioners.
    - **Backup Documentation** is required including load manifest, etc.

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### Section 2: Worked performed for Workover

1. **Requesting Services** – The following must be provided to you by the Pioneer Representative at the time that services are requested:
  - **Project Number** is required for all Workover services
  - **Cost Center Name and Number** (both is preferred) location should be a well
  - **Requisitioner** – Workover Foreman who oversaw the work
  - **WSWO Number** must be provided if work was requested by Dispatch
  
2. **Performing Services**
  - **Pioneer Signature**
    - If your company submits Tickets (EFTs) into OpenInvoice, a Pioneer signature/stamp is NOT required at the time services are completed
    - If your company submits Invoices with no associated Ticket (EFT) into OpenInvoice, a stamp with the Workover Foreman’s signature and Workover Project number are required on the field ticket at the time services are completed
  
3. **Billing Services**
  - Submittal timeframe
    - It is preferred that Tickets be submitted within 2 days of work completion.
  - The following is required with your entry:
    - **Price Book** must be applied, where applicable
    - **Service Date** must reflect work performance
    - **Project Number** (see above)
    - **WSWO Number** if work was performed for Dispatch, WSWO must be entered into the PO field in Open Ticket/Open Invoice (see above)
    - **Cost Center Name and Number** verify that Cost Center Name and Number match the location of the Workover (see above).
    - **Requisitioner** (see above)
      - A single or invoice cannot contain charges for multiple Requisitioners.
    - **Backup Documentation** is required, including field ticket (with stamp, signature and project number), including load manifest, etc.

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### Section 3: Work performed for any other group within Operations, VRU and Flare Call-Out Services (non-PM work)

1. **Requesting Services** – The following must be provided to you by the Pioneer Representative at the time that services are requested:
  - **Project Number**, if applicable
  - **Cost Center Name and Number** (both is preferred)
  - **Requisitioner**
    - Typically the person who called out the work
    - If work was called out by a Production Operator (PO), the Requisitioner will be the PO's Foreman
    - For a WSWO, the Requisitioner is in the *EFT Requisitioner/Invoice Approver* field in the WSWO email
  - **WSWO Number** must be provided if work was requested by Dispatch
2. **Performing Services**
  - A Pioneer signature is NOT required
3. **Billing Services**
  - Submittal timeframe
    - It is preferred that Tickets be submitted within 2 days of work completion.
  - The following is required with your entry:
    - **Price Book** must be applied, where applicable
    - **Service Date** must reflect work performance
    - **Project Number** if applicable (see above)
    - **Cost Center Name and Number** must be entered and must and match the location of work performance and attached documentation (see above).
      - **Please ensure** that the correct location is selected.
      - We regularly see the wrong location selected in people choosing a Pad instead of a Well, ALC instead of a location, etc.
    - **Requisitioner** (see above)
      - A single or invoice cannot contain charges for multiple Requisitioners.
    - **Backup Documentation**, if required by the Requisitioner, includes things such as load manifests, delivery tickets, GPS documents, etc.