



Dear Supplier,

In order for Seneca to maintain the best possible relationship with all of our suppliers, we want to share with you what is required for us to process invoices in a timely manner. Exclusion of the appropriate information may delay payment.

Required information:

- Well/Pad/Lease Name/Cost Center
- AFE number (if applicable)
- Printed name of Seneca responsible personnel (if a contractor, include company name of contractor)
- Printed name and signature on all field tickets/field stamps
- Correct remittance address
- BA (vendor) number from Seneca Resources
- Purchase order number (if provided)

While Seneca will accept invoices by regular mail, it is our preference that invoices and supporting documentation be submitted electronically via email. Each invoice needs to be a separate PDF file containing both the invoice and supporting documentation. Invoices submitted by email have a combined file size limit of 20MB, multiple invoices per e-mail is acceptable. Include in the body of the email the amount of invoices attached. If you submit your invoice electronically, please do not mail a paper copy. Duplicate submissions may cause a delay in payment. Seneca begins the invoicing timeline based on invoice receipt date. It is imperative that we receive the invoice as close to the invoice date as possible to ensure timely payment.

The invoice intake addresses listed below are for invoice submission only. For questions regarding invoice status, or any other invoice questions, please contact the appropriate office as listed below. Thank you for your cooperation in this matter.

## **Seneca Division Invoice Contact Information:**

### **East Coast Division - Pennsylvania**

Seneca Resources  
51 Zents Blvd.  
Brookville, PA 15825  
(814) 849-4555

**OR**

[InvoicesE@srcx.com](mailto:InvoicesE@srcx.com)

Contact Person:  
Jana Rennard  
(814) 220-1541  
[RennardJ@srcx.com](mailto:RennardJ@srcx.com)

### **West Coast Division - California**

Seneca Resources  
4800 Corporate Ct.  
Bakersfield, CA 93311  
(661) 399-4270

**OR**

[Senecawestap@srcx.com](mailto:Senecawestap@srcx.com)

Contact Person:  
Crystal Placencio  
(661) 391-3540  
[PlacencioC@srcx.com](mailto:PlacencioC@srcx.com)

### **Gulf Division**

Seneca Resources  
1201 Louisiana, Suite 2600  
Houston, TX 77002-5604  
(713) 654-2600

**OR**

[Senecacorpap@srcx.com](mailto:Senecacorpap@srcx.com)

Contact person:  
Stephanie Blanks  
(713) 654-2684  
[BlanksS@srcx.com](mailto:BlanksS@srcx.com)