

Dear Valued Supplier,

BP Alaska and Hilcorp are still working towards a June 30<sup>th</sup> closing. With only **7 days** left until that date, we would like to provide you with a couple important transition items.

Note that Hilcorp is purchasing BP Alaska, the Prudhoe Bay Unit Operator ("PBU Operator"), and that although operatorship is not changing, invoicing systems will change after the transaction closes. Please read on for more information including freeze periods and our adjusted communication schedule.

### Invoicing Process & Freeze Period – impacts to all suppliers

Thank you all for submitting your final invoices by the Monday, June 15<sup>th</sup> deadline. This helps both BPXA and Hilcorp properly prepare for the sale. There is still the current **freeze period from June 16<sup>th</sup> to June 30<sup>th</sup>** where no invoices can be submitted within BP Global invoicing system or through Hilcorp's invoicing process.

Please read and share the remaining key dates with affected individuals within your company:

Date	Freeze Activity	Information for Supplier
16 <sup>th</sup> June 2020 to 30 <sup>th</sup> June 2020	Freeze period where no invoices will be allowed to be submitted	BP Global invoicing system will automatically reject any invoices that will come in June 16 <sup>th</sup> on. Hilcorp will follow up with their invoicing process which will start July 1 <sup>st</sup> .
25 <sup>th</sup> June 2020	Last date for BPXA to use the BP Global system to issue or make changes to POs	
26 <sup>th</sup> June 2020	Last date for BP Alaska to use the BP Global system to reject invoices	BPXA will still reject any invoices that do not meet normal policy checks by this date. Any rejected invoices will need to be re-invoiced in accordance with Hilcorp instructions
28 <sup>th</sup> June 2020	Last date for submitting time within GTOne	June 29 <sup>th</sup> and June 30 <sup>th</sup> suppliers will be required to manually track their time.
29 <sup>th</sup> June 2020	Last date for payment run through the BP Global system	Payments reach vendors on June 30 <sup>th</sup> .

For additional information on invoicing, please refer to the "Invoicing FAQs", which are attached.

### IT&S Update – impact to suppliers with BP Computers

Please note that there is a new Hardware Return process, beginning June 15 through Close. If you have BP IT Equipment (i.e. laptop), a [BPXA IT Transition \(bpxaittransition@bp.com\)](mailto:bpxaittransition@bp.com) Scheduler will reach out to you during the week of June 15 to begin the process. For further details, please refer to the attachment "IT Equipment Return Process\_post June 15".

For additional information on IT&S activities prior to close, please refer to the "IT&S FAQs", which are attached.

## Applications Update – impact to all suppliers

In order to properly prepare for the sale, there will be a large amount of applications set up to **freeze during June 1<sup>st</sup> to June 30<sup>th</sup>** where some will have outages and others will be turned into read-only. For further details, please refer to the attachment "Application Freeze Calendar".

Please read and share these key dates with affected individuals within your company.

## Logistics Update – impact to Material Suppliers

### Anchorage based shipments:

The final date for material deliveries to the Anchorage Material Center (Cross-Dock) will be close of business **Friday, June 26<sup>th</sup>**.

In order to properly prepare for the transition, there will be a **freeze period on June 29<sup>th</sup> and 30<sup>th</sup>** where no across town shipments will be allowed to be dropped off at the Anchorage Material Center.

**Starting July 1<sup>st</sup>**, across town shipments should be delivered to Lynden Transport at 3027 Rampart Drive (Door # 44, 46, 48 & 50).

Please read and share these key dates with affected individuals within your company on shipping:

Date	Freeze Activity	Information for Supplier
<b>26th June 2020</b>	Last date deliver material to the Anchorage Material Center (AMC)	By close of business, suppliers must deliver all available material to the Anchorage Material Center
<b>29th June 2020 &amp; 30th June 2020</b>	Freeze period where no material will be accepted at AMC or Lynden Transport	The doors will be closed at the AMC and suppliers will be turned away if trying to deliver.
<b>1st July 2020</b>	Start delivering across town shipments to Lynden Transport	Please deliver to Lynden Transport at 3027 Rampart Drive (Door# 44, 46, 48 & 50)

With this transition there are new requirements. Suppliers must have a filled out BOL (Examples attached in this e-mail) with the following information before Lynden will accept the material for shipment.

- PO# or AFE#,
- Shipper
- Consignee
- Bill to Address (Hilcorp),

- Destination field,
- Point of Contact (POC) w/phone number and Hazmat paperwork if required.
- The material must also be properly packaged for shipment.

**Non-Anchorage Based Shipments**

Post July 1st, 2020 for all material BPXA Purchase Orders with the FCA point outside of Anchorage, supplier will be required to provide the all of the information within the attached/below "Shipment Info" form to Lynden. To schedule, suppliers will call Lynden Transport @ 1-866-596-3368 or e-mail the "Shipment Info" form to [aktrancs@lynden.com](mailto:aktrancs@lynden.com).

<b>Shipment Form</b>	
<b>Date shipment will be ready for pick up:</b>	
<b>Shipment pickup location &amp; hours of operation:</b>	
<b>Description of freight being shipped (hazmat?):</b>	
<b>Approximate shipment weight/dimensions and handling units (ie Box, Pallet, Crate...)</b>	Example: 1 Pallet 300 lbs 48Lx40Wx20H
<b>Shipment Requested delivery date (to Prudhoe Bay, AK):</b>	
<b>BP PO/reference number:</b>	
<b>Shipper Contact Person (name/phone #):</b>	
<b>Special Instructions:</b>	

**Do you have any questions?**

If you have any questions or concerns, please contact Emily Darby (Procurement and Contracts Transition Lead) at [Emily.Darby@bp.com](mailto:Emily.Darby@bp.com).

If you are not the correct recipient, or if there should be additional recipients for the information within this email, please forward this email within your organization and let us know.

Thank you in advance for your support to make this a success.

Sincerely,

**John Scanlon**  
**GWO Category Delivery Manager, Alaska**