

Hilcorp BP Alaska Transition FAQ Document – Updated June 26, 2020

Table of Contents (with links below):

[COVID travel requirements](#)

[Safety](#)

[Vendors / Contractors / Accounts Payable](#)

- [Cortex](#)

[Flights / billeting](#)

- [Flight Schedule](#)
- [Flight Arrangements](#)
- [Trobexis](#)
- [Camps](#)
- [Trucks / Shuttles](#)

[Badging](#)

[HR](#)

[Technology](#)

[Emergency HazMat Contact](#)

COVID travel requirements:

Q: What COVID-19 protocols do I follow? Alaska residents and L48 residents?

A: Immediately after close, the Prudhoe Bay workforce can continue to use the travel protocols as detailed in the approved BPXA COVID-19 Plan. Transition to the approved HAK "Community-Workforce Protective Plan" (CWPP) will take place no later than September 1, 2020

Q: What health log forms do I use and is my temperature reading required?

A: The BPXA sponsored app will not be accessible after July 1. Similar health log forms are available at HAKcovidtravel.hilcorp.com and can be used to document the required information.

Your twice daily temperature reading is required for travel to Prudhoe Bay.

Q: What protocols/contingency plan will be implemented if COVID-19 cases increase?

A: Hilcorp has a fit-for-purpose IMT in place for the COVID-19 pandemic. We are monitoring the situation across our asset teams daily as well as key State metrics including case positivity rate and total active case count. Specific actions will be tailored to the emerging risks at the time they are identified. At the extreme, this could mean requiring full compliance with State Health Mandate 10 (e.g. 14 day quarantine or 2 negative tests 7 days apart) for the workforce regardless of your point of origin prior to flying to the North Slope.

We cannot stress enough how important it is that you take the necessary measures when you are on or off shift to prevent the transmission of COVID-19 to avoid the extreme scenarios; please practice social distancing & avoid crowds, practice good hygiene, consider wearing a face covering, and keep your "bubble" small.

Q: What other COVID-19 protocols might be changing on Day 1?

A: Personal accountability is the foundation of the Hilcorp approach to safety. Once the protocol requirements have been clearly communicated to you, and the necessary tools provided to you, you are expected to do the job right without needing to be policed. That will include camp etiquette required to manage COVID-19 risk.

With that in mind, Hilcorp is reviewing the current practices related to dining service / spike rooms and fully expects to make some changes. Policies related to gym and other common area use are also going to be reviewed. All transitions will occur between Day 1 and Sept. 1, 2020.

Q: What financial support is provided to me as a L48 resident if under the HAK CWPP I elect to complete a 14 day quarantine in Anchorage or select an option which requires a molecular based COVID-19 test?

A: Your report to work location is the Ted Stevens Anchorage International Airport. Hilcorp does not cover any costs associated with your travel to that location which includes your costs to comply with the State COVID-19 Health Mandate 10 while it is in effect.

Hilcorp has arranged access to hotel rooms & quarantine support through Beacon OHSS and at-home COVID-19 PCR testing through HealthQuilt but you are responsible for the costs associated with these services.

Safety:

Q: Does Hilcorp follow the Alaska Safety Handbook (ASH)?

A: Yes, across our North Slope facilities Hilcorp has adopted ASH. In reviewing the way BP currently operates and in developing our Permit to Work (PTW) system some deviations to ASH have emerged however the intent of ASH is met or exceeded. A bridging document will be in place Day 1 detailing those deviations.

Q: You talk a lot about production, is safety important?

A: Safety is the foundation of delivering plan and “winning”. We take safety seriously, that said our approach is different. We push decision making to the lowest level possible and that includes decisions related to safety. The burden to work safely and keep your coworkers safe falls on you. Hilcorp provides the training, tools, and support needed for you to safely do your job, but it takes you using those resources the right way every day to deliver safety. No amount of process or protocols can replace you as a front-line worker making good decisions, following procedures, or stopping the job when necessary. We also believe in holding people accountable. Knowingly violating regulations or company safety policies is not tolerated.

Vendors / Contractors / Accounts Payable:

Q: Where do I mail my invoices post transition?

A: Hilcorp North Slope LLC
P O Box 61529
Houston, Texas 77208

Q: Is the new name/bill to address for invoices after transition applicable only to the business formerly done with BP (GPB); or will this affect pre-existing business done with HAK NS (Milne, NorthStar, Endicott, etc.)?

A: The process discussed today is only applicable to BPXA invoices. If you are currently doing business with HAK nothing has changed.

Q: Is this for ALL Hilcorp invoices or just BP-Hilcorp invoices?

A: Just BP invoices.

Q: Will the BP PO numbers be changing? If so, how will we be notified of PO changes?

A: BP PO numbers will not change.

Q: For BP invoices that are rejected and need to be resubmitted on 7/1 (and we are already using Cortex) do we bill with the BP PO or will a new Hilcorp PO list be sent out?

A: BP purchase orders.

Q: How will we be notified of rejections for invoices that have been submitted to the PO Box?

A: Email or phone communications.

Q: BPXA provides freight through Geodis currently. How do we schedule PO shipments post July 1 deliveries for remaining BP PO's?

A: Warehouse personnel will direct remaining deliveries.

Q: Will there be another Town Hall meeting addressing any changes to Travel and how contractors currently schedule employees travel?

A: There is not another Town Hall planned at this time. The process for scheduling travel is not changing. If you believe the process for your team is changing, contact the current BP aviation support team which will stay intact post close.

Q: If BP buys something today but it will not ship until October, will Hilcorp honor the PO?

A: Please contact the proper Hilcorp Operations representative to confirm and to obtain new Hilcorp PO or AFE. The BP PO would not help us for something that far out.

Q: If we have BP PO for goods to be delivered with July 15th delivery date, how will that invoice be received? Mail only?

A: Through the mail please use BP purchase order numbers.

Q: If we have BP PO orders after 15th of June, August for example, this invoice should be sent via email or we should better go and have this orders and invoice under Hilcorp?

A: If you a BP PO invoice, it should be submitted by mail, not under Hilcorp NS.

Q: Is Hilcorp moving to 900 E Benson Blvd?

A: The three Prudhoe Bay support teams (East, West and Power & Gas) as well as the Projects Team will temporarily be located in the Benson Building beginning July 1. Construction at the JL Tower is currently under way. After construction has been completed (Est. late 2020), they will be relocated to the JL Tower.

Q: Who do we request PO price updates from after the freeze date?

A: There will not be any price updates per BP.

Q: BPXA provides freight through Geodis currently. How do we schedule PO shipments post July 1 deliveries for remaining BP PO's?

A: See Warehouse for response.

Q: When can we expect to get the list of positional emails for invoice/cost approval?

A: From the FOAs once they are established.

Q: When will we know who the FOA's are and how will that information be communicated to each vendor?

A: Working with future FOAs now, but they won't be officially in positions until Close, expect communication as soon as possible afterwards.

Q: Did Hilcorp purchase all of BP's assets and interests in Alaska? Meaning all invoices from our company for Alaska after 6/15 will go to Hilcorp North Slope via mail during the freeze then Cortex?

A: For the most part, yes, there are very few exceptions. For PBU, there are no exceptions. If we receive an invoice that does not belong to Hilcorp, we can redirect to BP as needed.

Q: Can we contact the Hilcorp folks about long lead items?

A: Yes, please contact the appropriate Operations or Warehouse personnel as needed.

Q: During the freeze, will we get a cross reference sheet for POs and AFEs from BP ongoing work to New POs and AFEs for Hilcorp North Slope Work?

A: No, during the freeze, please use the BP PO information. For goods/services provided after July 1, please make sure obtain Hilcorp PO or AFE from Hilcorp contact making the orders.

Q: Do we still need to have BP QC's approval for submittals for services?

A: For invoices submitted to BP, current requirement should still be followed. Hilcorp does not have that requirement.

Q: If we are currently uploading invoices into Ariba for BP, would we continue to do so or update the PO BOX and paper invoices?

A: Continue to use Ariba until June 15th cutoff. During the freeze period, submit to PO Box using paper invoices. No need to change the bill to or any other information.

Q: Will there be notifications for rejected invoices when mailing invoices during the freeze dates?

A: Yes, if necessary, these communications will be through phone or email.

Q: Will the current BP GTone system still be in use post transition?

A: No.

Q: Will the POs that are currently being used by BP transition be used by Hilcorp or is Hilcorp creating their own POs? If we are getting new PO's, what is the ETA on receiving the new PO #'s?

A: After July 1, reach out to Hilcorp Ops contact for new Hilcorp PO or AFE. There may not be a one to one conversion as Hilcorp does not utilize POs for each purchase.

Q: Will there be a time tracking tool for contractors to utilize in place of GTone?

A: No.

Q: You stated for "new work" we would receive a PO or AFE but what about for ongoing work after the sale? Will new PO #'s be issued by Hilcorp or will we continue to bill against the legacy BP PO #?

A: Contact appropriate Hilcorp Operations person for new coding information needed for ongoing activities after July 1.

Q: In order to setup Hilcorp North Slope, LLC in our system we need an updated W-9, should we just email the Help email for that?

A: Yes, you can email the apcortex@hilcorp.com to request the W-9. That will not be available until after Close.

Q: Just to confirm, Hilcorp North Slope, LLC will have a different W-9? This will not be available until post transition?

A: That is correct. If needed please request via email to apcortex@hilcorp.com.

Q: Will you please provide an organization chart with names and contact information?

A: Contact information is provided as need via Operations/FOA asset team.

Q: Milne, NorthStar, etc. would not be going under Hilcorp North Slope, LLC correct? Will all work being done for those assets be billed as usual?

A: That is correct, no changes to existing Hilcorp Alaska assets.

Q: Are the BP prices honored through June 30?

A: Yes.

Q: In addition to Invoicing - Is there a program that Hilcorp utilizes for work order reporting or is it based on invoices sent out by the contractor?

A: No, invoices sent out by contractor.

Q: When and who will send out the Hilcorp POs?

A: PO is provided by FOA or requestor of service.

Q: The question before about invoices was to determine who will provide PO or AFE information required to bill Hilcorp. Will this be vendor support or AP?

A: Neither. Your Operations contact or the person ordering the goods or services should provide you with a PO or AFE number.

Q: What if the company representative will not provide a signature before submitting into Cortex?

A: Company reps know this is a requirement and should provide. If this becomes issue, please contact Accounts Payable team at apcortex@hilcorp.com and we can facilitate communication.

Q: I currently submit AFE invoices to cortex, but do not have a signature attached to the invoice. I have never had any issue with processing. Is this a change to current procedures?

A: No, this is not a new requirement. It is possible that the signature is being provided through an internal process and is matched with invoice when submitted. Most efficient method is to have signature attached upon submission.

Q: Will an email from the approver work as a signature? Can the signature be electronic?

A: Yes, an email will suffice. Yes, electronic approval is the preferred method.

Q: Will invoices still need to be split out by locations? Currently MP, NS, END will approve separate invoices even if on the same AFE. They cannot be combined.

A: Yes, there is no change to that requirement.

Q: Are we still going to be utilizing Proforma type invoices for PO's? I.e. sending in draft invoices for approval based on billing categories for a PO assignment?

A: Yes, you may continue this process to acquire the PO number.

Q: Currently, vendors are paid via ACH by BP. Will Hilcorp pay via ACH or check to Vendors?

A: Hilcorp pays by check and we offer the option for a virtual credit card payment.

Q: Will vendorsupport@hilcorp.com be able to advise who our contacts are for invoices, PO vs AFE vs non PO?

A: For contacts related to invoice processing, please use apcortex@hilcorp.com.

Q: If an invoice is rejected, does a new invoice number need to be used if your system has rejected first invoice?

A: No. Use the rejected invoice number when you re-submit.

Cortex:

Q: Will Cortex be able to be used during the transition period outlined in the earlier slides or is this Post 7/1/20?

A: No, please use USPS for submission of all invoices.

Q: If we submit through Cortex, do we still mail instead?

A: For the invoices impacted by the Invoice Freeze period, June 16-30, mail is only option.

Q: For B2B Suppliers, on July 1st we will submit to Cortex using the Hilcorp DUNS 606410538 correct?

A: There will be a selection on Cortex for Hilcorp North Slope, please submit using that designation.

Q: Cortex currently is a one to one recognition. One AFE or PO to ONE invoice. Is this going to change? Are we going to be able to submit multiple AFE's rolled up into a blanketed PO?

A: No, we require one PO or AFE per invoice.

Q: Cortex isn't currently utilized to see pay statuses or any other information besides received and rejected. Will we start being able to see more updates in Cortex?

A: No, at this time, we do not anticipate any additional information being made available.

Q: Is it free to process invoices through Cortex?

A: No, Cortex is not free. It is a shared cost model, Hilcorp pays a fee. The vendor pays a fee based on their specific subscription plan with Cortex.

Q: What is the cost of Cortex? Is there an approximate cost for Cortex?

A: When signing up for Cortex, each vendor will select the Cortex subscription that best suits their needs. The cost will depend on that selection.

Q: Is Cortex mandatory for all vendors?

A: No, Cortex is not mandatory. Invoices can be mailed, however, please note that mail will delay receipt and reduce tracking capabilities.

Q: If we have access to Cortex for other clients such as Safeway, can we use it to upload for Hilcorp invoices?

A: Yes, you should be able to submit invoices to Hilcorp through your current subscription.

Q: Is Cortex going to dictate the documents needed to be submitted with the invoices or Hilcorp will indicate that?

A: Cortex only validates that PO/AFE/contact are included upon submission. Hilcorp will dictate documents/support needed to process the invoice.

Q: Then will we have a contact at Hilcorp to update pricing?

A: No price changes.

Q: Who should our Sales and Contracts team work with on the documentation required to update the current BPXA account and all contracts for the transition and assumption of leases from BPX to Hilcorp North Slope LLC.

A: AP related updates (invoicing, account info, etc.) can be directed to the AP Team (apcortex@hilcorp.com). [Contracts/MSA related updates can be directed to](#) our Risk Team, Sarah Paredones (vendorsupport@hilcorp.com).

Q: If we already have an MSA with Hilcorp Alaska, LLC, do we need to get another MSA setup with Hilcorp North Slope LLC?

A: No, if you have signed the letter agreement, your current MSA will suffice.

Q: What is the plan for Hilcorp in transition of BP Alaska Corporate pricing agreements?

A: Hilcorp does not enter into pricing agreements. An MSA is established only if a vendor is working on location. If a supplier is providing us a product, they can work with AK operations to offer price information and AK operations will make the decision to order from a supplier.

Flights / Billeting:

Travel Contacts:

Aviation Support Team 564-5975 or 265-3777

Paulette Hobbs/Peggy O'Neil 659-5222 CCP/CGF/CPS/INFR/TURN

Kim Vargas/Michelle Gherardini 659-5819 FS1, FS2, FS3, GPMA

Brenda Glassmaker/Agatha Rutka 659-8214

Helen Henson 529-2513

Flight schedule:

Q: How do I get on the standing flight manifest?

A: Choose the flights you want with your scheduler.

Q: Where can I find the flight schedule?

A: Hilcorp will use the current BPXA charter schedule.

Q: What website do I use to view my flights?

A: www.trobexis.com/TONEBALPRD/default.aspx

Q: I don't know who my Travel Planner is. Who do I call?

A: Call the Aviation Support Team (AST) at 564-5975 or 265-3777

Q: What website do I use to view my flights?

A: www.trobexis.com/TONEBALPRD/default.aspx

Flight arrangements:

Q: I'm going from BP to Hilcorp, should I cancel all my reservations?

A: No, only cancel the reservations you do not need. Your reservations will follow you post close.

Q: Is the Charter Flight Schedule going to remain the same?

A: Yes. Item to note on the schedule: Charter flights will continue to land in FAI on Thursdays thru 27 August or whenever AK Air restarts direct commercial flights from FAI to SCC, whichever happens sooner. Updates will be provided and time to change reservations etc. will be allotted.

Q: Who is allowed to fly on the charter?

A: Hilcorp employees and core contractors. A core contractor is someone who works on lease and is paid by Hilcorp for the entirety of their shift. If they work off lease and only allocate costs periodically they are not considered a core contractor; this includes contractor management flying the slope to visit. Accommodation and approval for flights must be approved by Hilcorp prior to making reservations.

Trobexis:

Q: Will I still be able to view my flights and get my confirmation code in Trobexis?

A: Yes, Trobexis will continue to be used to view reservations.

Q: I am a BP employee now and will be moving to Hilcorp. Will my user ID and password remain the same in Trobexis?

A: Yes, you will continue to use the same user ID and password.

Q: I've locked myself out of Trobexis. Who do I call to unlock my account?

A: Call the Aviation Support Team (AST) at 564-5975 or 265-3777

Q: I am currently a Travel Planner in Trobexis. Will I still have Travel Planning access after close of sale?

A: Yes, roles in Trobexis will remain unchanged post close of sale.

Q: I can't find my Alaska Airlines confirmation code in Trobexis. Who do I call?

A: Call the Aviation Support Team (AST) at 564-5975 or 265-3777

Q: I don't have a user ID or password for Trobexis. Who can I call?

A: Call the Aviation Support Team (AST) at 564-5975 or 265-3777

Q: How do I update my email address in Trobexis?

A: Email Addresses can be edited by logging into the Trobexis Self-Service Dashboard www.trobexis.com/TONEBALPRD/default.aspx

Camps/Billeting:

Q: How do I get billeting:

A: People will stay in normal rooms. If you do not have a room assigned you will be assigned a room in Trobexis and when you check in at the camp you will also be provided a room #. If any other issues Manager will work through with Randy Burdick/Bob Southall.

Trucks / Shuttles:

Q: Will the normal shuttles between the airport and the camps still be in operation?

A: Yes

Badging:

Q: Will my current BP issued badge work post transition?

A: Yes, the badge scanners will continue to work. KEEP YOUR BADGES. If they do not scan properly at the guard shack they will have the master list to check against. You will need to provide ID to insure your identity.

Q: How do I get a Hilcorp badge?

A: Your Hilcorp sponsor/rep (who you are performing work for) will need to request the badge.

Q: Is there a specific form we can receive for badging? Will all current manpower have to go to the Benson location to be badged or will it be transferred from existing badging?

A: There is no form to fill out. We have a list of current vendors for the Benson location. All badges for the Benson location will need to be picked up at that office. Slope badges will be distributed at a later date.

HR:

Q: Where do I go to find more information for Hilcorp employees?

A: HR orientation website link provided by Abe Chapa. To access the link [click here](#).

Technology:

Q: What do I do with my BP mobile phone & Laptop?

A: Contact your BP supervisor

Emergency HazMat Contact:

Q: Who to contact for Emergency HazMat?

A: For Hazardous Materials Incident: Spill, Leak, Fire, Exposure, or Accident
Call CHEMTREC (24 HOURS) 1-800-424-9300
CCN725324