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Ensignnr.com

VENDOR ON-BOARDING PACKET INSTRUCTIONS

You are receiving this on-boarding packet because Ensign Natural Resources, LLC (“Ensign”) has identified your company as a potential provider of goods and/or services. All suppliers/contractors who perform services on site must have a fully executed Master Service Agreement (MSA) before they will be allowed on our property. To be approved as a vendor with the company, Ensign must receive your completed on-boarding packet with all associated supporting documentation. To complete the packet, follow these simple steps:

- 1) Carefully read the packet contents and complete the forms provided.
- 2) Use the included checklist to confirm all forms have been completed.
- 3) Confirm the format for the completed forms. Certain forms should be completed and sent in **word document format**.
- 4) Scan paper forms requiring signature and attach to your email response with your digital forms.

Ensign has simultaneously issued this on-boarding packet to its entire vendor base and asks that you return all signed and completed documents by email to supplychain@ensignnr.com no later than **Friday, June 28th, 2019 at 5:00 PM CST**.

Contact Ensign by email (supplychain@ensignnr.com) or refer to the online vendor onboarding portal Ensignnr.com/operations/suppliers, with questions before submitting.

Vendor Healthy, Safety, Environment, and Regulatory Compliance Tracking

In addition to executing and returning the Ensign MSA, all Suppliers must submit proof of qualified insurance certificates as part of the Agreement. Please refer to the Master Service Agreement enclosed for complete details and requirements before submitting a signed Agreement.

Vendor On-Boarding Packet Checklist

Ensign has simultaneously issued this on-boarding packet to its entire vendor base and asks that you return all signed and completed documents by email to supplychain@ensignnr.com no later than **Friday, June 28th, 2019 at 5:00 PM CST**. *You may also download the form required at the Supplier Portal at Ensignnr.com/operations/suppliers.*

On-Boarding Packet Component	Exhibit	Needed By
<input type="checkbox"/> VENDOR INFORMATION FORM	A	Signed and Completed by Friday, June 28th, 2019 at 5:00 PM CST
<input type="checkbox"/> W-9 FORM	B	
<input type="checkbox"/> ACH AUTHORIZATION FORM (Signed in	C	
<input type="checkbox"/> ACH AUTHORIZATION FORM (Complete in MS Word)	C.1	
<input type="checkbox"/> MASTER SERVICE AGREEMENT (MSA)	D	
<input type="checkbox"/> CERTIFICATE OF INSURANCE LISTING ENSIGN AS ADDITIONAL INSURED	N/A	