

HF Sinclair Invoice Submission Standards

This document is intended for North American suppliers that provide materials and/or services to HF Sinclair and its subsidiaries. It includes the details suppliers are required to complete for each invoice. Completed invoices are submitted directly to Accounts Payable (AP) as outlined in the Submitting Invoices to AP section of this document.

Note: The Accounts Payable department returns supplier invoices that do not meet the criteria described in this Standard.

Required Invoice Submission Details with an Associated Purchase Order (PO)

PO Details

- Purchase Order number (ensure there is only one Purchase Order number for each invoice)
- HF Sinclair legal entity name (refer to Legal Entity Name section for details)
- HF Sinclair contact names (if available)
- Line item number
- Line item description

Tax Information

- Tax amount on separate line item

Supplier Details

- Supplier name
- Supplier remit-to address
- Supplier contact information
- Unique invoice number
- Invoice date

Item Details

- Description and dollar amount (excluding tax) for each charge
- Dollar amounts matching the Purchase Order
- Invoice subtotal amount (pre-tax)
- Total invoice amount (including tax)
- Currency identified (USD, etc.)
- Terms of payment

Note: The invoice currency must match the currency on the Purchase Order.

Backup Documents

- Proof of delivery or service receipt
- Signed waybill or bill of lading
- Third-party invoices related to expenses or charges

Payment Method

HF Sinclair's mandatory method of payment is Automated Clearing House (ACH).

- Use an HF Sinclair Purchase Order whenever doing business with HF Sinclair.
- Separate invoice submissions are required for debit and credit charges.
- All invoices must reference the correct HF Sinclair legal entity name. Suppliers with questions regarding the legal entity to be used should contact their HF Sinclair business representative.

Required Invoice Submission Details for Non-Purchase Order Invoices

If submitting an invoice without an associated PO, include: HF Sinclair company name, General Ledger account, Cost Center, correct invoice remit-to address, and Vendor Number.

Note: Obtaining materials and/or services with a Purchase Order is the preferred method of procurement.

Submitting Invoices to AP

Email (Preferred Submission Method)

Email invoices as PDF attachments to: accounts.payablePCLI@hfsinclair.com

- Multiple invoices may be submitted in one email, with each invoice in a separate PDF including supporting documentation.
- Payment terms begin on the date the invoice is received by Accounts Payable, not the invoice date.

Legal Entity Name

Legal Entity Name
Industrial Oils Unlimited LLC

Important: Invoices submitted with an incorrect legal entity name may be delayed or returned for correction.

Note: Direct any legal entity questions or concerns to the contact who requested the materials or services.