



Kaden Energy Ltd.
Suite 800, 555 – 4th Avenue S.W.
Calgary, Alberta T2P 3E7

February 17, 2023

URGENT

Vendor Notice: Kaden Energy Ltd. (“Kaden”) Electronic Invoicing

Dear Vendor:

Kaden is transitioning to Pandell’s web-based invoicing system, Pandell VP built on the Jobutrax platform, to transact with vendors via this free online e-Invoicing system. This system allows Kaden to electronically receive invoices and associated documentation from vendors in a seamless manner, reducing processing time and improving payable efficiencies. For invoices received by all other electronic formats or non-electronic formats (mail, email, etc.), processing and payment may be subject to delays or rejection.

The vendor will benefit from our transition to this new electronic invoicing in numerous ways including:

- Notifications during the approval procurement process
- Increased invoice accuracy minimizing disputes and rejections
- Ability to view invoice status
- Reduced payment cycle time
- Enhanced functionality associated with searching, archiving and storing invoices
- The most beneficial part to your company is it’s FREE

We request that your company register for a Jobutrax user account and watch a quick Pandell VP training video before February 17, 2023 and begin submitting your invoices immediately. Please do not submit both manual and electronic copies of invoices.

To register, please go to <https://www.pandell.com/energy/pandelljobutrax/training/> and to view a short introductory video, visit <https://www.youtube.com/watch?v=cPV44TJUVak>

If you have previously done business with Kaden, please contact help@pandell.com to request Kaden be added as an additional customer. If this is a new business relationship, you may need to email your first invoice to ap@kadenenergy.com to have a vendor code set up.

Should you have any questions about Kaden’s transition of this new electronic invoicing system, please contact Haylee Jensen via email at ap@kadenenergy.com.

Also, to make more efficient secure payments to our valued vendors, Kaden is asking vendors to complete and return the attached Authorization for Direct Deposit form in order for Kaden to make payments via our Electronic Funds Transfer (“EFT”) system. If you are interested in receiving payment via EFT, please complete and return the attached form to ap@kadenenergy.com.

On behalf of Kaden, I appreciate your support in the execution of this project and look forward to the efficiencies we will gain as partners in business.

Sincerely,

KADEN ENERGY LTD.

A handwritten signature in black ink, appearing to read 'JH', is placed over the printed name of Jeff Henderson.

Jeff Henderson, CPA CA
Controller

Email: jhenderson@kadenenergy.com

Enclosures 1 – Authorization for Direct Deposit



Kaden Energy Ltd.
Suite 800, 555 – 4th Avenue S.W.
Calgary, Alberta T2P 3E7

Authorization for Direct Deposit

Vendor Information

Vendor Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Contact Person: _____

Other details if required: _____

Bank Information

Name of Bank: _____

Bank Address: _____

Institution No. (3 digits): _____

Branch No. (5 digits): _____

Bank Account No. (max 12 digits): _____

Authorization

We, the above vendor, authorize Kaden Energy Ltd. to credit payments to our account as listed above. We agree to notify Kaden Energy Ltd., in writing, of any changes in the banking information provided. Information collected from respondents is kept strictly confidential.

For verification of deposit account details provided, please attach a blank cheque marked “VOID” or a signed deposit letter from your bank.

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____