



Devon Energy Corporation
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RE: ISNetworld Subscription

Dear Contractor:

Devon has a business relationship with ISNetworld (“ISN”) to serve as primary information management system for our contractors, suppliers, and consultants (“contractor”). As a result, contractors performing services for Devon are required to become subscribers to ISNetworld. For consideration by Devon during the contractor selection process, your company’s subscription must be in place and all required data posted in ISNetworld.

There is a fee for this service, and we believe the benefits to all parties exceed the associated costs. Attached is a list of contractor benefits as well as a subscription quick start guide from ISN. If your company is a current subscriber to ISN, there is no additional fee; however, please ensure your company completes the items listed below.

Devon will make its requirements available to you in ISNetworld when we forward our master agreement package to you. Your company’s ISN subscription will provide Devon access to the following required information:

1. **Company Profile** - Populate your company’s Dashboard in ISNetworld to include company contact information, office locations, types of work/industry classifications, geography served, etc. This provides Devon and other Owner Clients with your company’s most current contact information at any time.
2. **EHS Questionnaire Management** - ISN contains the Management System Questionnaire for gathering your company’s Environmental, Health, and Safety data.
3. **Document Submittal** - Devon uses ISN to track and verify your company’s *Insurance Certificates, OSHA Forms, and EMR Letters*. During your company’s subscription setup, ISN will explain how to submit these documents within your subscription to make them available online to Devon.
4. **Review and Verification (“RAVS”)** - Under RAVS, ISN reviews your company’s written health and safety program for conformance with regulatory and Devon standards. Your company will be required to submit to ISN copies of your company’s written health and safety program. ISN also verifies your company’s OSHA and EMR statistics and training documentation. ISN will provide detailed instructions during your company’s subscription setup.
5. **U.S. Department of Transportation (“DOT”) Operator Qualification (“OQ”) Program Coordination** - If DOT OQ regulation requirements for contractor employees affect your company, ISN monitors your company’s OQ records for Devon.

For further details about ISN, please contact the ISN Customer Service Team at (214)303-4900 or (800)976-1303 or visit their website at www.isnetworld.com. ISN schedules Users Group Meetings and Helpdesks at different locations in the United States throughout the year. All contractors who meet the above requirements for Devon will receive details of dates and locations of these meetings.

Sincerely,

Procurement Administration
Devon Energy

Contractor/Supplier Benefits

ISNetworld is the resource for connecting organizations around the world with safe, reliable contractors/suppliers.

Ensuring proper conformance and maintaining up-to-date credentials is essential—but not always simple. ISNetworld cuts through the complexity involved with conformance and credentialing, allowing your record to speak for itself. Join thousands of contractors/suppliers who are taking advantage of the benefits.

Streamline the conformance process

- **MSQ:** Complete required questionnaire(s) for all Owner Clients
- **SmartLog:** Track recordable incidents and forms
- **Training Manager:** Manage employee training and job history
- **Job Bid Tool:** Bid on potential jobs posted by Owner Clients in ISNetworld
- **Insurance Agent/Broker Tool:** Allow Insurance Agents/Brokers to submit certificates of insurance directly to ISNetworld

Stay informed

- Receive email reminders prior to expiration of insurance and other conformance information
- Link to relevant country specific industry resources
- Access unlimited help desk support, toll-free

Gain marketing exposure to clients around the globe

- Create a searchable company profile, including industry and location
 - Centralize all conformance items, contact, and marketing information via the Dashboard
 - Maintain an online document library, providing instant access to Owner Clients
- More than a just tool for helping you keep up-to-date and up to standards, the ISNetworld Review and Verification Services (RAVS) team reviews and verifies contractor/supplier self-reported information, ensuring accuracy and helping prevent costly complications down the road.

RAVS reviews and verifies:

- Written safety programs
- Accident/Incident reports
- EMR Certificates
- Training Documents
- Insurance Certificates
- Citation/Prosecution Search
- Supplier Diversity Certificates

ISNetworld receives applicable third-party provider data:

- Audits
- Training
- Operator Qualifications
- Drug & Alcohol and Background Checks



Quick Start Guide to ISNetwork

To aid in the beginning of your company's subscription process, please reference the Step-by-Step Checklist below.

*If you are a current subscriber, please follow steps 3-5.

1. To subscribe to ISNetwork, contact the ISN Customer Service Team by phone or visit www.isnetwork.com and click the link, "Become a Member" in the upper right-hand corner.
2. Remit payment to ISN to begin your company's subscription. Please reference your invoice for the payment address and instructions. Once payment is received, ISN will send you an email with online training instructions.
3. Login to ISNetwork, register for an online training to review Owner Client requirements, navigate the system, and utilize the benefits available through your subscription.
 4. Complete a one-on-one Post-Training Account Review with an ISN Customer Service Representative.
5. Complete all Owner Client Requirements established by **Devon Energy**.

By completing steps 1-5, your company will be in conformance with Devon Energy.

If you have any questions or need assistance, please contact ISN using the information provided below.

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