



# OpenInvoice Submission Guidelines

December 2024



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## Training

To access training videos, please sign into OpenInvoice, navigate to the “?” at the top right corner of the screen, and click Resource Center. In the Resource Center, go to **OpenInvoice Documents > Training Videos**.

## Questions

ARC Contact	Email
Cathy Genovese	<a href="mailto:cgenovese@arcresources.com">cgenovese@arcresources.com</a>
Open Invoice/Open Ticket Support	<a href="mailto:oisupport@arcresources.com">oisupport@arcresources.com</a>

## Sites & Departments

Sites & Departments list effective July 2024

	Remit to Department	Location / Coding	Contact
ARC Resources Ltd.	Calgary Accounts Payable	Misc. invoices – outside of parameters below	vendorinquiries@arcresources.com
	Ante Creek Operations	W5: TWP 60 – 70 – Grande Prairie	dklimko@arcresources.com
	Dawson Creek Operations	W6: TWP 78 and up <u>and</u> Range 14 and over	srowan@arcresources.com
	Kakwa Operations	W6: TWP 58 – 67 – Grande Prairie	vendorinquiries@arcresources.com
	Completions All Areas	AFE number contains: CEQ, and ABN	vendorinquiries@arcresources.com
	Drilling All Areas	AFE number contains: DRL	vendorinquiries@arcresources.com
	Construction All Areas	AFE number contains: CST and ENV	vendorinquiries@arcresources.com
	Facilities All Areas	AFE ( <i>not CC</i> ) number contains: FAC or PPL or PLT	vendorinquiries@arcresources.com
	Information Technology	IT and software related invoices	vendorinquiries@arcresources.com
	Office Services	Office suppliers and maintenance invoices	vendorinquiries@arcresources.com
	Workover All Areas	AFE number contains WC or WE or WRK or OPT	vendorinquiries@arcresources.com
	Calgary Land Administration	Land surveying and brokerage invoices	vendorinquiries@arcresources.com
ARC RESOURCES US CORP	ARC RESOURCES US CORP	Invoices attention to: ARC Resources US Corp	oisupport@arcresources.com

## OpenInvoice Submission Guidelines



These Remit Departments do not exist anymore EXCEPT Vertex – they are now all Requisitioners in OT and I don't think we need to list their contact information as the Supplier will have it on their PO.

	Remit to Department	Submission Type	Contact
Environmental Consultant	c/o Vertex Resources Group Ltd.	OpenInvoice & OpenTicket	mjackson@vertex.ca

## Invoicing Requirements

Please ensure the following requirements are met when submitting invoices to ensure quick processing.

**Note:** For invoices that have a Purchase Order from OpenOrder or flipped from OpenTicket, some of these fields may be auto-populated. Most teams at ARC require the use of OpenTicket for field ticket approval, which will in turn, simplify your invoicing requirements.

### Invoice Data Fields - Header

Screen Field Label	Description	Required
Customer Name	Select <i>ARC Resources Ltd.</i>	Yes
Customer Site	See Site listing above	Yes
Customer Department	See Department listing above	Yes
Invoice Number	The invoice number should match the Invoice # in your accounts receivable system & on the invoice. <u>There is a maximum of 16 characters allowed in this field</u>	Yes
Invoice Date	Invoice Date from your invoice. Enverus auto-populates this field so it must be changed to the date on your invoice.	Yes
Service Date	Required at line level	Yes
Invoice Type	Original (standard Debit invoice) or Credit. The default is Original. In the event of a credit, please submit a separate Credit Invoice to ARC that does not have the PO linked to the invoice. To do this, select 'Credit Invoice' from the drop down menu at creation. Then, enter a minus sign (-) must be place in the quantity field.	Yes
Routing Code	Not required unless ARC provided a 4-digit user specific routing code.	No
Currency	Select currency for invoice	Yes
Description	WHO, WHERE, WHY/WHAT – enter who requested the work (ARC rep), Location (LSD, Pad name, etc.) and product/service description.	Yes
Ticket No.	When a Purchase Order is in effect, a ticket in OpenTicket is required prior to the invoice. Ensure the ticket is linked (blue text), not entered manually.	Optional

## OpenInvoice Submission Guidelines



Historical PO No	PO that does not exist in OpenOrder (Facilities Only)	Optional
CO	Change Order Number	Optional

## Invoice Data Fields - Line Items

Screen Field Label	Description	Required
WBS / Cost Center	<p>Either a WBS or a Cost Center is required on all invoices and should have been provided to you at the time of procurement.</p> <p>Capital invoices should have a WBS in alphanumeric format such as “DRL.240001”, representing the WBS type, year, and sequence#.</p> <p>Cost Centers are numeric and 10 digits.</p> <p><u><i>Do not add line items with WBS and CC coding on the same ticket. Submit WBS spend and CC spend on separate tickets.</i></u> If the WBS or Cost Center you were provided does not validate successfully, leave the field blank and enter the WBS or Cost Center or Location in the invoice description field instead.</p>	Yes
Cost Object Category	<p>Auto populated based on WBS or Cost Center search</p> <p>Note: In the case of multiple line items on one invoice, each line item should have its own Account and Cost Object Category. Do not submit invoices that have multiple lines with the same coding.</p>	Yes - Auto
Location	Auto populated based on WBS or Cost Center Search	Yes - Auto
GL Account	<p>Six digit code: (e.g., 600001)</p> <p>NOTE: Also referred to as G/L code or Operational Coding</p> <p>*If these fields do not appear, please contact ARC support and request to be enabled for Supplier Coding.</p> <p>Note: If you have a line that is split for allocations to multiple CCs or WBSs and they have the same GL coding, ensure that each CC or WBS is only appears once within that line</p>	If provided



## OpenInvoice Submission Guidelines



<b>PO</b>	Purchase Order numbers created in SAP and provided to the supplier. PO number is 8 digits, starting with a 4 or 5 (e.g. 40000001).	Optional - Auto from OpenOrder
<b>PO Line</b>	Purchase Order Line item number references the specific product or service line in the PO.	
<b>Service Date</b>	Service end date, product delivery date, or end of billing period. Required on each line item if not entered in header field.	Yes – Auto if in Header
<b>Product/Service</b>	Select the product/service you are providing from the list	Yes
<b>Description (Product/Service)</b>	Populates automatically based on PO line selected.	Yes - Auto
<b>Quantity</b>	<p>Number of units or feet sold.</p> <ul style="list-style-type: none"> <li>• Maximum of two decimal places permitting for each quantity</li> <li>• Negative quantities not permitted.</li> <li>• Do not submit quantities that show a red flag of exceeding the PO quantity – contact your buyer before submitting the invoice to have the PO adjusted.</li> <li>• In the event of a credit, please submit a separate Credit Invoice to ARC that does not have the PO linked to the invoice. To do this, select ‘Credit Invoice’ from the drop down menu at creation.</li> <li>• In the event of a holdback, the holdback amount will be automatically applied by SAP when the OpenInvoice invoice interfaces with SAP. No action is required at the invoice level.</li> </ul>	Yes
<b>Rate</b>	<p>Service rate or product unit price</p> <ul style="list-style-type: none"> <li>• Maximum of two decimal places permitted for each rate.</li> <li>• When a Pricebook is in effect, please ensure the rates submitted align with the rates of the related Pricebook. You will see a green flag when this is the case.</li> <li>• When a PO is in effect, please ensure the rates submitted align with the rates of the related PO. You will see a green flag when this is the case.</li> <li>• For PO-related invoices, all lines on the invoice should relate to the PO.</li> </ul>	Yes
<b>Discount</b>	Item discount that applies (including early pay discounts);	Yes – If Applicable

Taxes	Check box if taxes apply and enter percentage. GST should be applied by default, not manually. Apply PST where applicable, ensuring that the PST tax type matches the province where the product/service was provided.* * You may need to add a PST type to your Corporate settings – contact Enverus support for instructions	Yes
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## Invoice Documentation Requirements

### Invoice Backup

ARC requires that a copy of your invoice document from your accounts receivable system be attached with all invoices. This allows us to validate the invoice number, date, and amount entered in OpenInvoice. It helps in preventing duplicate payments, and often provides necessary detail for coding and approval.

### Exceptions to Invoice Attachment Requirement

In rare cases, invoice backup may be considered unnecessary for certain types of consulting work. This is solely at the discretion of the ARC approver. If you have been advised that an invoice attachment is not required, mention this in your invoice submission comment and provide the name of the ARC approver who authorized not attaching an invoice document to avoid having your invoices disputed.

### Signed Field Ticket, BOL, or Invoice

ARC requires a stamped or signed field ticket or delivery slip for most invoices. This approved ticket is required on any invoices for products or services provided to ARC where an employee or consulting representative (OT Requisitioner) is signing off on product/service delivery. This allows final approvers in our Calgary head office or field offices to be sure that the ARC field representative received the product/service related to the invoice charges. ARC requires the use of OpenTicket for approval of field tickets and the use of OpenOrder POs.

When creating your OpenTicket for submission, please enter all of the coding information you were provided either on your signed backup or on the PO you accepted.

### Exceptions to Signed Backup Requirement

Signed backup is required unless one or more of the following conditions are met.

1. OpenTicket – most eTickets do not require coding or signatures. Only ARC requisitioner is required.
2. Signed backup is generally not required for consulting services done directly for an ARC foreman or manager, such as contract operation of an ARC facility, contract site supervision, or land administration consulting. In these cases, please submit an OpenTicket.

- Invoices for administration-related products and services (software, office supplies, training, etc.) do not require signed backup unless sign-off was provided at time of delivery.

### Account Coding (G/L Account)

ARC requests that vendors enter the G/L coding for any invoices that don't include an OpenTicket. Invoices generated from an approved OpenTicket will automatically carry the GL accounts to the invoice. ARC account codes will always be a 6 digit account, such as 600001.

### Pad Invoices

Invoices for pad wells should be marked to indicate whether costs relate to a single well or to multiple wells on the pad. ARC uses a stamp on pad site for completions projects to facilitate the communication of the proper coding information.

### Government and Provincial Sales Tax

We recommend you configure your system to calculate GST on each line item automatically. Do not apply GST to the full invoice amount, as some line items may not be GST applicable. BC PST is a sales and use tax applicable to taxable goods and services purchased, used, or consumed in BC. It also applies to goods purchased outside of BC and subsequently used in BC. Please use tax type BC PST and use the same WBS or CC coded on the invoice or field ticket.

To ensure timely payment, please itemize your invoice and clearly indicate which items are subject to tax and which are tax-exempt. Each itemized line should reflect the appropriate tax application; specifically, GST must be 5% and BC PST must be 7%, etc. For help, contact [openinvoicesupport@enverus.com](mailto:openinvoicesupport@enverus.com)

### Invoice Routing Instructions

ARC Resources relies on its supplier network to submit invoices to operational departments instead of a central accounting department. This avoids an extra routing step and helps the invoices reach their final approver as quickly as possible to ensure timely payment.

### Site & Department Structure

#### **ARC's OpenInvoice system is organized with Teams and Fields having their own bins. aHandling of ARC Resources invoices**

Please see the guide on page 4 for more detail on determining which department to select. Capital spending (generally WBS related) invoices should be submitted to the department team remit to site. Operating expense spending (generally coded to cost center) should be submitted to area remit to site where the work was performed. Your invoice will not be disputed if it goes to the wrong department, however processing may be delayed as it is forwarded to the correct one.

## B2B and Direct Entry

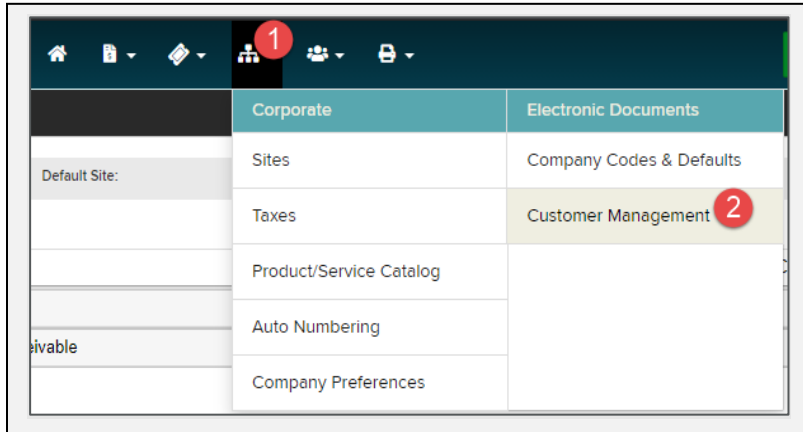


Table Term	Definition
Customer	Operator Name
Site	Operator Site Name (Equivalent to "Site" in table outlined above.)
Department	Operator Invoice Remit Department (Equivalent to "Remit to Department" in table outlined above.)
Contact Info	Questions related to Integration Testing or Invoice Requirements should be directed to "Contact Info". (Equivalent to "Contact Details" in table outlined above.)

## Integration Details:

### Buyer Information:

DUNS # = 253875702

PIDX Tag = InvoiceProperties.PartnerInformation.PartnerIdentifier partnerIdentifierIndicator="DUNSNumber"

### Sites & Departments (see listing above)

PIDX Tag = InvoiceProperties.PartnerInformation.ContactInformation.ContactName

# OpenInvoice Submission Guidelines



**Example:**

```
<pidx:ContactInformation contactInformationIndicator="BuyerDepartment">
  <pidx:ContactName>Accounts Payable</pidx:ContactName>
</pidx:ContactInformation>
```

## PIDX Data Requirements

Screen Field Label	Description	PIDX XMLTag	PIDX Format
Header Description	Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease. Enter the original invoice number for credit invoice.	Invoice.InvoiceProperties.Comment	Text
WBS/Cost Center	AFE	InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFE Number	Text
Well Name	Lease/Well/Plant	InvoiceDetails.InvoiceLineItem.JobLocationInformation.WellInformation.WellIdentifier	Text
Contract	Contract Number	InvoiceProperties.ReferenceInformation.ContractNumber	Text
GL Account/-/NA	Major/Minor	InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorGeneralLedgerCode	Formula that you set in OI. EX: XXXX.XXX
WO Number	Work Order	InvoiceDetails.InvoiceLineItem.ReferenceInformation.Job Number	Text
Asset Number	Asset Number	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CustomerAccountingReference	Text
PO Number	Purchase Order Number	InvoiceDetails.InvoiceLineItem.PurchaseOrderInformation.PurchaseOrderNumber	Text
PO Line #	Purchase Order Line Number	InvoiceDetails.InvoiceLineItem.PurchaseOrderLineItemNumber	Text
FT Number	Field Ticket Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketNumber	Only one FT number is supported via B2B

# OpenInvoice Submission Guidelines



Screen Field Label	Description	PIDX XMLTag	PIDX Format
FT Line Number	Field Ticket Line Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketLineNumber	Only one FT line number is supported
Requisitioner	Person who requested the work	InvoiceDetails.PersonnelInformation.PersonnelName	FirstName LastName
Service Date From	Start Date of Service - Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodStart	YYYY-MM-DDTHH:MM:SS
Service Date To	End Date of Service – Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodEnd	YYYY-MM-DDTHH:MM:SS

\*Required if provided by Arc Resources Ltd.

## Requisition Example:

```
<pidx:PersonnelInformation>
  <pidx:PersonnelName>John Smith</pidx:PersonnelName>
  <pidx:Comment>Requisitioner</pidx:comment>
</pidx:PersonnelInformation>
```