

ARC Resources Supplier Guidelines

Contents

Invoicing Requirements	1
Header Fields Required.....	1
Line Item Fields Required.....	2
Invoice Documentation Requirements	3
Invoice Routing Instructions	4
Site & Department Structure	4
Handling of ARC Resources invoices	4
Handling of EPCM invoices	4
Field Office Selection Guide	5
Account Coding (Major & Minor G/L codes).....	6
Pad Invoices	7
Contact List	8
Oildex Contacts	8
ARC Resources Ltd. Field Office & Support Contacts.....	8
Third Party EPCM Company Contacts	8

Invoicing Requirements

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

Header Fields Required

Header Field	General Description	Mandatory
Customer Site	Required – See “Invoice Routing Instructions” for details.	Yes
Department	Required – See “Invoice Routing Instructions” for details.	Yes
Invoice #	Should match the invoice number on your attached invoice backup.	Yes
Invoice Date	The original invoice date from your attached invoice backup.	Yes
Currency	Both CAD and USD currencies are supported.	Yes
Description (Header field)	WHAT, WHERE, & WHO – enter who requested the work (ARC rep), Location (LSD, Pad name, etc) and product/service description. If EPCM* invoice, include EPCM name, job #, and project description.	Yes
Service Date	Product/service delivery date or end of billing period.	Yes

* **EPCM** – Engineering, Procurement, and Construction Management firm

Line Item Fields Required

Line Item Field	General Description	Mandatory
AFE or Cost Center (Enter only one of the two fields; leave the other field blank)	<p>Either an AFE 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 an AFE in alphanumeric format such as "16DRL0001", representing a year, AFE type, and sequence#.</p> <p>Cost Centers are usually 4 or 5-digit numbers, either purely numeric ("90559") or starting with a 'D' as in "D0001".</p> <p>If the AFE or CC you were provided does not validate successfully, leave the field blank and enter the AFE/CC or Location in the invoice description field instead.</p>	Yes
Location	Auto-populated based on AFE or Cost Center Search	Yes - Auto
Asset Number	ARC does not currently use asset numbers	No
Major/Minor Account Coding	<p>Seven digit code: Four digits Major followed by 2-3 digit Minor (E.g. 8300-534)</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>	If provided
PO Number	<p>ARC does not currently use Purchase Order numbers.</p> <p>EPCM – Third party engineering firms may issue a PO number.</p>	If provided
WO Number	<p>ARC does not currently use Work Order numbers.</p> <p>EPCM – Third party engineering firms may issue a WO number</p>	If provided
Service Date	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
Product / Service	Select the product/service you are providing from the list.	Yes
Charge Type	Populates automatically based on Product/Service selected.	Yes - Auto
Description	<p>Populates automatically based on Product/Service selected.</p> <p>Add additional details for the particular product/service item at your discretion. For example, the default 'Ball Valve' could be changed to 'Ball Valve - 2" 3000# FP'</p>	Yes - Auto
Quantity	Number of units sold. Indicate credits with a minus (-).	Yes
Units	Units of measure (hours, meters, each, day, etc.)	Yes
Rate	Service rate or product unit price.	Yes
Taxes	<p>GST should be applied by default. Apply PST where applicable, ensuring that the PST tax type matches the province where the product/service was provided.*</p> <p>You may need to add a PST type – contact support for instructions</p>	Yes
Discount	Item discount that applies for the customer.	If applicable

Invoice Documentation Requirements

Invoice backup

ARC requires 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, helps prevent 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 field invoices. This signed backup is required on any invoices for products or services provided to field locations where an ARC field employee or consulting representative 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.

Exceptions to signed backup requirement

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

1. Invoices for work performed on a site where no ARC representative is present do not require signed backup, because no such document is produced at the time of service delivery. Examples include land surveys, environmental assessments, and geological or engineering studies.
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 make sure you clearly state the ARC approver's name in your invoice description or submission comments.
3. 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.
4. Invoices for 3rd party EPCM companies may not require signed backup unless work signoff is being received in the field. These companies often use PO's or other procurement methods that remove the need for signed documentation to support approval.

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 one primary site (ARC Resources Ltd.) and several "c/o Third Party" sites managed by ARC's EPCM partners. Each EPCM site has a single department available for invoice submission, while the main ARC Resources site has several departments to choose from. One department is available for each ARC field area (e.g. Grande Prairie Accounts Payable) and additional departments exist for other business functions such as IT, Land, or Office Services.

Handling of ARC Resources invoices

Invoices for most products and services provided to field locations should be submitted to the corresponding field office department. Please see the guide on the next page for more detail on determining which field office to select. There are a few exceptions to this rule, as listed below:

Exceptions (not submitted to field offices):

- EPCM-managed invoices – submit through EPCM site as described below
- Land surveying and brokerage – Submit to Calgary Land Administration department
- Geological consulting and supervision – Submit to Calgary GEO Admin department
- Environmental services - Submit to Calgary Environmental department
- IT & software-related invoices – submit to Calgary Information Technology department
- Office supplies & maintenance – submit to Calgary Office Services
- Other general & administrative services – submit to Calgary Accounts Payable

Handling of EPCM invoices

Invoices for any work done for an EPCM partner should be submitted to the EPCM site for that company. EPCM sites are set up with only one department to choose, so use the available department. If there is no site available for the EPCM you are working for, contact ARC Support for assistance.

Please Note: all invoices submitted to an EPCM site should have the AFE/CC and GL coding entered during invoice submission to avoid invoice disputes. See the "Operational Coding" section for more details.

Field Office Selection Guide

Invoices for products or services provided to field locations should be routed to the applicable field office to expedite processing and speed up payment. The following list & diagram show how a given location corresponds to a specific field office. Please use this guide to determine the correct field office for your invoice. If you have any questions or are unsure of the correct field office to choose, please contact one of the ARC support contacts provided in the Contact List section.

ARC Field Offices Listing:

Office Name	Operational Areas	Locations (DLS Township, Range & Meridian)
Dawson Creek	Northeast BC	W6: TWP 78 and up <u>and</u> Range 14 and over
Grande Prairie	Northern Alberta & Pouce Coupe	W5: TWP 60 and up <u>and</u> W6: TWP below 78
Drayton Valley	Pembina area (SW of Edmonton)	W5: TWP 45-58
Redwater	Redwater Area (NE of Edmonton)	W4: TWP 50-60
Redwater	SE Alberta	W4: TWP 1-40

Location Example: 100/07-21-**080-13 W6/00** (Pouce Coupe well – Dawson Creek office)

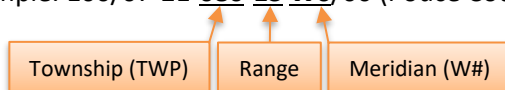
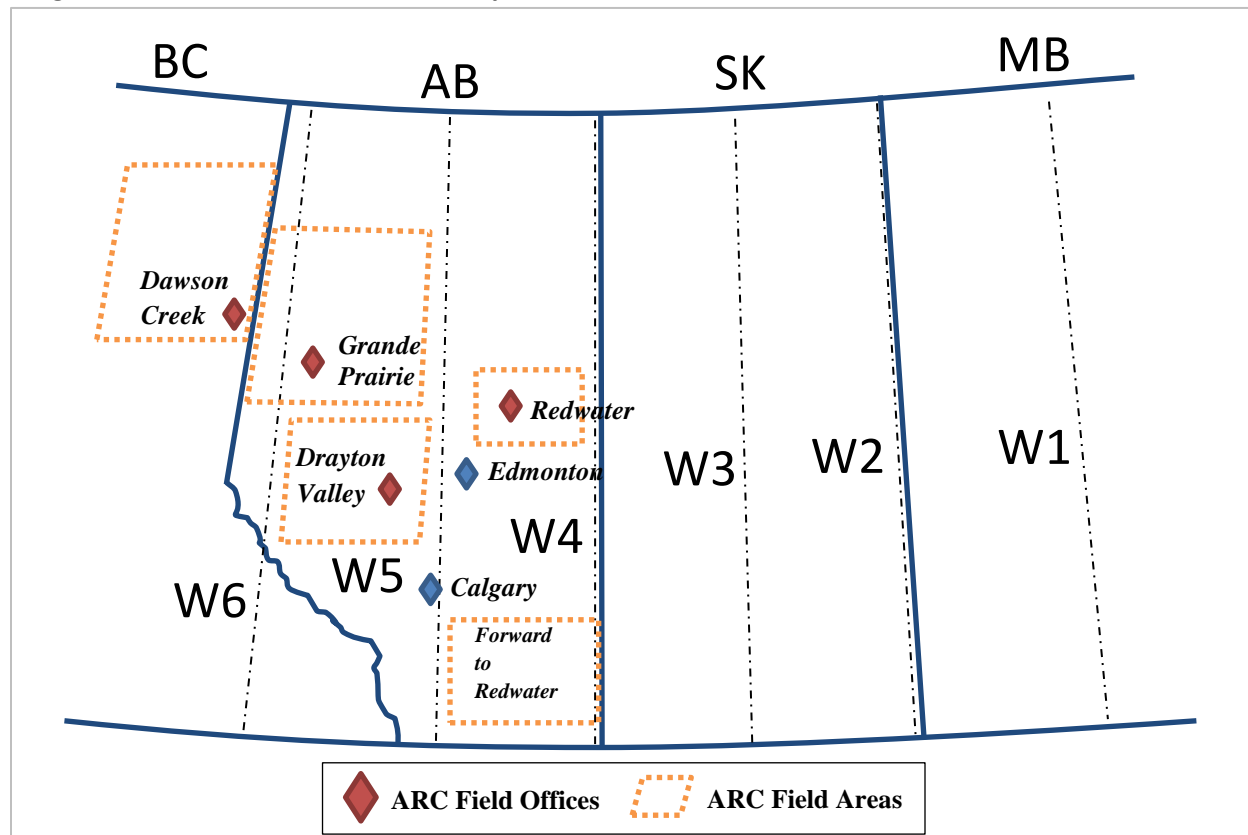


Diagram of Field Office Locations and Operational Areas



Account Coding (Major & Minor G/L codes)

ARC requests that vendors enter the G/L coding for any invoices where a cost code has been specified on the field stamp or signature, or was otherwise provided for invoicing purposes. For any invoices submitted to an EPCM company site, the Major and Minor line item fields are required. ARC account codes will always have a 4-digit Major account and a 2 or 3-digit Minor account, such as 8300.516, 9450.55, or 7500.132. Please enter the Major & Minor codes in the line item fields shown below:

AFE:	<input type="text"/>	<input type="button" value="🔍"/>	
Cost Center:	<input type="text"/>	<input type="button" value="🔍"/>	
Location:	<input type="text"/>		
Field/Lease:	--Please Select--		
Major/Minor/Subcode:	8300	516	<input type="text"/>

Enter Major code (ex: 8300)

Enter Minor code (ex: 516)

Subcode field - not used. (leave blank)

Examples of GL coding on ARC invoices:

1. ARC Stamp from field ticket:

Location:	B14-25-79-15116	
Code:	8300-516	G/L code: 8300-516
AFE:	13CEQ0116	AFE number: 13CEQ0116
Desc.:		
Approved:	<i>[Signature]</i>	

2. Handwritten coding with signature:

<i>[Signature]</i>	A. Brown	Cost Centre number: 70420
70420-	9450-55	G/L code: 9450-55

3. Coding information included with field ticket data:

WORK SHEET No 678		
CUSTOMER	Arc Resources	Cost Centre number: 13780
	Ante Creek South Field	
cc#	13780	G/L code: 9450-55
	9450-55	
MONTH	March 20 2013	

Pad Invoices

ARC is drilling many of its new wells on multi-well padsites instead of as single wells. 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 the stamp below on padsite drilling and completions projects to facilitate the communication of the proper coding information.

ARC Septimus 4-3-82-18W6 PAD				← Pad Name
Circle wells below, or check: <input type="checkbox"/> ALL WELLS				← "All Wells" Checkbox
4-3	13CEQ0132	D4-3	13CEQ0136	} List of wells & AFEs on pad: Invoice costs relate to circled wells.
A4-3	13CEQ0133	E4-3	13CEQ0137	
B4-3	13CEQ0134	F4-3	13CEQ0138	
C4-3	13CEQ0135	G4-3	13CEQ0139	
Job Description: <u>Example Job</u>				
Cost Code: <u>8300.533</u>				← G/L Coding for Invoice
Approval: <u>A.T.</u>				
If multiple AFEs are indicated, submit in OpenInvoice under first selected AFE.				

When this stamp is present on an invoice or field ticket, invoices should be submitted under the first circled AFE on the stamp. In the example above, the invoice should be submitted under AFE 13CEQ0133. If the "All Wells" checkbox were selected, the invoice should be submitted under the first AFE listed on the stamp, in this case 13CEQ0132. In the event that no wells are marked, submit the invoice under the first AFE on the stamp and enter "PAD INVOICE – NO WELL SPECIFIED" in the invoice description. Once the invoice is received by ARC, the ARC coder will split the invoice to the correct AFEs according to the field stamp.

To help avoid coding errors, please mention in the invoice description that you are submitting a PAD invoice, and provide the pad name if available. The pad name should be visible at the top of the field stamp for Pad projects.

Contact List

Oildex Contacts

Contact	Contact Email	Contact Phone#
Oildex Invoice Support	openinvoicesupport@oildex.com	1-866-627-3287
Oildex On-Ramping	supplieronboarding@oildex.com	1-866-627-3287

ARC Resources Ltd. Field Office & Support Contacts

Contact	Contact Name	Contact Email
ARC System Support & On-Ramping	Master Data	masterdata@arcresources.com
Calgary Office Accounts Payable	Vendor Inquiries	VendorInquiries@arcresources.com
Grande Prairie Accounts Payable	Lyne Hallman	lmhallman@arcresources.com
Dawson Creek Accounts Payable	Christine Maclean	CMaclean@arcresources.com
Backup – Grande Prairie & Dawson	Stacey Rowan	SRowan@arcresources.com
Drayton Valley Accounts Payable	Field Administration	ARCDVAdmin@arcresources.com
Redwater Accounts Payable	Field Administration	ARCRedwaterAdmin@arcresources.com

Third Party EPCM Company Contacts

Company Name	Contact Name	Contact Email
Blue Star Engineering Ltd.	Kelly Evans	KEvans@BluestarEPCM.com
Codeco Consulting (2000) Inc.	Geoff Tempny	tempny@codeco.com
Cornerstone Engineering	Sarah Sande	ssande@cornerstoneeng.ca
Crest Consultants	Richard Butland	rbutland@crestconsultants.com
Gas Liquids Engineering	Deborah Gauld	debgauld@gasliquids.com
Millenia Resource Consulting	Jarlene Salazar	jsalazar@milleniaeng.com
Schneider Electric (formerly Kilowatts)	Kilowatts Accounting	accounting@kilowatts.com
Tervita Corporation	Dan Bews	dbews@tervita.com
TNT Engineering	Trevor Skippen	tskippen@tnteng.ca
Vanoco Consulting	Kurt Warrington	kwarrington@vanococonsulting.com