



# OpenInvoice Submission Guidelines

August 2022





## Contents

|   |           |
|---|-----------|
| <b>Training</b> .....                             | <b>4</b>  |
| <b>Questions</b> .....                            | <b>4</b>  |
| <b>Sites &amp; Departments</b> .....              | <b>5</b>  |
| <b>Invoicing Requirements</b> .....               | <b>7</b>  |
| Invoice Data Fields - Header .....                | 7         |
| Invoice Data Fields - Line Items.....             | 8         |
| Invoice Documentation Requirements .....          | 9         |
| Invoice Backup .....                              | 9         |
| Exceptions to Invoice Attachment Requirement..... | 9         |
| Signed Field Ticket, BOL, or Invoice .....        | 9         |
| Exceptions to Signed Backup Requirement .....     | 10        |
| Account Coding (Major & Minor G/L codes).....     | 10        |
| Examples of GL coding on ARC invoices:.....       | 11        |
| Pad Invoices .....                                | 12        |
| Provincial Sales Tax .....                        | 13        |
| Invoice Routing Instructions .....                | 13        |
| Site & Department Structure.....                  | 13        |
| Handling of ARC Resources invoices .....          | 13        |
| Handling of EPCM invoices .....                   | 13        |
| <b>B2B and Direct Entry</b> .....                 | <b>14</b> |
| Integration Details.....                          | 15        |
| PIDX Data Requirements .....                      | 15        |

## OpenInvoice Submission Guidelines



|                            |    |
|----------------------------|----|
| Requisition Example: ..... | 17 |
| Test Data .....            | 17 |



## 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 August 2022. For most up to date list of **Remit Departments** along with **Contact Information** please log in to [openinvoice.com](https://openinvoice.com) (**Production**) or [onboard.openinvoice.com](https://onboard.openinvoice.com) (**Onboard Environment**) click on **Corporate >>**

|                             | Remit to Department                   | Location / Coding   | Contact  |
|-----------------------------|---------------------------------------|---|--|
| ARC Resources Ltd.          | Calgary Accounts Payable              | Misc. invoices – outside of parameters below  | <a href="mailto:mbright@arcresources.com">mbright@arcresources.com</a>                 |
|                             | Ante Creek Operations                 | W5: TWP 60 - 70   | <a href="mailto:lmhallman@arcresources.com">lmhallman@arcresources.com</a>             |
|                             | Dawson Creek Operations               | W6: TWP 78 and up <u>and</u> Range 14 and over  | <a href="mailto:srowan@arcresources.com">srowan@arcresources.com</a>                   |
|                             | Kakwa Operations                      | W6: TWP 58 - 67   | <a href="mailto:egozum@arcresources.com">egozum@arcresources.com</a>                   |
|                             | Completions All Areas                 | AFE number contains: CM, CEQ, and ABN   | <a href="mailto:lpreston@arcresources.com">lpreston@arcresources.com</a>               |
|                             | Drilling All Areas                    | AFE number contains DD or DRL   | <a href="mailto:spollock@arcresources.com">spollock@arcresources.com</a>               |
|                             | Construction All Areas                | AFE contains CS, RC, RE, CST and ENV  | <a href="mailto:lpreston@arcresources.com">lpreston@arcresources.com</a>               |
|                             | Facilities All Areas                  | AFE ( <u>not CC</u> ) number contains: FC or FE or FI<br><br>Or<br>AFE number contains: FAC or PPL or PLT | <a href="mailto:lpreston@arcresources.com">lpreston@arcresources.com</a>               |
|                             | Information Technology                | IT and software related invoices  | <a href="mailto:vendorinquiries@arcresources.com">vendorinquiries@arcresources.com</a> |
|                             | Office Services                       | Office suppliers and maintenance invoices   | <a href="mailto:vendorinquiries@arcresources.com">vendorinquiries@arcresources.com</a> |
|                             | Workover All Areas                    | AFE number contains WC or WE or WRK or OPT  | <a href="mailto:egozum@arcresources.com">egozum@arcresources.com</a>                   |
| Calgary Land Administration | Land surveying and brokerage invoices | <a href="mailto:vendorinquiries@arcresources.com">vendorinquiries@arcresources.com</a>                    |  |

## OpenInvoice Submission Guidelines



|  | Remit to Department          | Location / Coding | Contact                            |
|--|------------------------------|-------------------|------------------------------------|
| <b>Third Party EPCM Company Contacts</b> |                              |                   |                                    |
| c/o Aztec Engineering Inc.               | Aztec Engineering Inc.       |                   | accountspayable@azeng.com          |
|  | Bluestar Engineering         |                   | czhu@bluestarepcm.com              |
| c/o Bluestar Engineering                 | Cornerstone Engineering Ltd. |                   | ssande@cornerstoneeng.ca           |
|  | Glen Holmes                  |                   | gholmes@arcresources.com           |
| c/o Cornerstone Engineering Ltd.         | Gas Liquids Engineering      |                   | debGauld@gasliquids.com            |
|  |                              |                   | derekMarshall@gasliquids.com       |
| c/o Matrix Solutions Inc.                | Matrix Solutions Inc.        |                   | jjbrown@matrixsolutions.com        |
| c/o Ridgeline Canada                     | Ridgeline Canada             |                   | kmarcotte@ridgelinecanada.com      |
| c/o TNT Engineering                      | TNT Engineering              |                   | tskippen@tnteng.ca                 |
| c/o Trialta Projects                     | Trialta Projects             |                   | mike.falacinski@trialeprojects.com |
| c/o Vertex Resource Group Ltd.           | Vertex Resource Group Ltd.   |                   | wducs@vertex.ca                    |

## Invoicing Requirements

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

### Invoice Data Fields - Header

| Screen Field Label | Description   | Required |
|--------------------|---|----------|
| Customer           | Select <i>ARC Resources Ltd.</i>  | Yes      |
| Customer Site      | See Site listing below  | Yes      |
| Department         | See Department listing below  | Yes      |
| Invoice #          | The invoice number should match the Invoice # in your accounts receivable system & on the invoice   | Yes      |
| Date               | Invoice Date from your invoice  | Yes      |
| Service Date       | Required at line level  | Yes      |
| Invoice Type       | Original (standard Debit invoice) or Credit. The default is Original. For credits, a minus sign (-) must be placed in the quantity field  | Yes      |
| Currency           | Select currency for invoice   | Yes      |
| Description        | <p>WHO, WHERE, WHY/WHAT – enter who requested the work (ARC rep), Location (LSD, Pad name, etc.) and product/service description.</p> <p>If EPCM* invoice, include EPCM name, job #, and project description.</p> <p>(*EPCM – Engineering, Procurement, &amp; Construction Management firm)</p> | Yes      |

## Invoice Data Fields - Line Items

| Screen Field Label   | Description   | Required                |
|--|---|-------------------------|
| <b>AFE or Cost Centre</b><br>(Enter only one of the two fields; leave the other field blank) | Either an AFE or a Cost Center is required on all invoices and should have been provided to you at the time of procurement.<br><br>Capital invoices should have an AFE in alphanumeric format such as “21DRL0001”, representing a year, AFE type, and sequence#. Cost Centers are usually alphanumeric and 4-5 characters.<br><br>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. | Yes                     |
| <b>Field/Lease</b>   | Leave blank unless provided   |                         |
| <b>Location</b>  | Auto populated based on AFE or Cost Center Search   | Yes - Auto              |
| <b>Asset Number</b>  | ARC does not currently use asset numbers  | No                      |
| <b>Major/Minor Account Coding</b>  | Seven digit code: Four digits Major followed by 2-3 digit Minor (E.g. 8300-534)<br><br>NOTE: Also referred to as G/L code or Operational Coding<br><br>*If these fields do not appear, please contact ARC support and request to be enabled for Supplier Coding.  | If provided             |
| <b>PO Number</b>   | ARC does not currently use Purchase Order numbers.<br><br>EPCM – Third party engineering firms may issue a PO number.   | If provided             |
| <b>WO Number</b>   | ARC does not currently use Work Order numbers.<br><br>EPCM – Third party engineering firms may issue a WO number  | If provided             |
| <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 |



## OpenInvoice Submission Guidelines



|                                      |  |                     |
|--------------------------------------|--|---------------------|
| <b>Product/Service</b>               | Select the product/service you are providing from the list   | Yes                 |
| <b>Charge Type</b>                   | Populates automatically based on the Product/Service selected  | Yes - Auto          |
| <b>Description (Product/Service)</b> | Populates automatically based on Product/Service selected.<br>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'  | Yes - Auto          |
| <b>Quantity</b>                      | Number of units or feet sold. Indicate credits with a minus (-)  | Yes                 |
| <b>Units</b>                         | Units of measure (hours, each, day, feet, miles, etc.)   | Yes                 |
| <b>Rate</b>                          | Service rate or product unit price   | Yes                 |
| <b>Discount</b>                      | Item discount that applies (including early pay discounts);  | Yes – If Applicable |
| <b>Tax</b>                           | Check box if taxes apply and enter percentage. 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.*<br>* You may need to add a PST type – contact Enverus support for instructions | Yes                 |

## 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 physical 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.

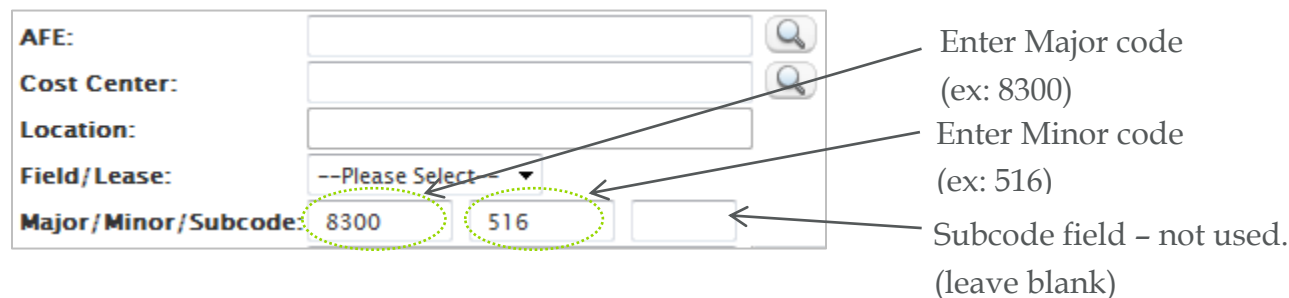
### Exceptions to Signed Backup Requirement

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

1. OpenTicket – e Tickets do not require coding or signatures. Only ARC requisitioner is required.
2. 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.
3. 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.
4. 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.
5. Invoices for 3<sup>rd</sup> 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.

### 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:



The screenshot shows a form with the following fields and annotations:

- AFE:** [Empty field]
- Cost Center:** [Empty field]
- Location:** [Empty field]
- Field/Lease:** [Dropdown menu with "--Please Select--"]
- Major/Minor/Subcode:** [8300] [516] [Empty field]

Annotations with arrows pointing to the form fields:

- Enter Major code (ex: 8300) - points to the "8300" field.
- Enter Minor code (ex: 516) - points to the "516" field.
- Subcode field - not used. (leave blank) - points to the empty field.

# OpenInvoice Submission Guidelines



## Examples of GL coding on ARC invoices:

1. ARC Stamp from field ticket:

|                              |                       |
|------------------------------|-----------------------|
| Location: B14-25-79-15W6     | G/L code: 8300-516    |
| 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 967 |                           |
| CUSTOMER          | Arc Resources             |
|                   | Ante Creek South Field    |
| cc # 13780        | Cost Centre number: 13780 |
|                   | 9450-55                   |
| MONTH             | March 20 2013             |
|                   | G/L code: 9450-55         |

## Pad Invoices

ARC is drilling many of its new wells on multi-well pad sites 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 pad site drilling and completions projects to facilitate the communication of the proper coding information.

| ARC Septimus 4-3-82-18W6 PAD                                     |           |      |           |
|--|-----------|------|-----------|
| Circle wells below, or check: <input type="checkbox"/> ALL WELLS |           |      |           |
| 4-3  | 13CEQ0132 | D4-3 | 13CEQ0136 |
| A4-3   | 13CEQ0133 | E4-3 | 13CEQ0137 |
| B4-3   | 13CEQ0134 | F4-3 | 13CEQ0138 |
| C4-3   | 13CEQ0135 | G4-3 | 13CEQ0139 |

Job Description: Example Job

Cost Code: 8300.533

Approval: A.G.

If multiple AFEs are indicated, submit in OpenInvoice under first selected AFE.

Annotations:

- Pad Name (points to the title)
- "All Wells" Checkbox (points to the checkbox)
- List of wells & AFEs on pad: Invoice costs relate to circled wells. (bracketed around the table)
- G/L Coding for Invoice (points to the cost code)

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. If 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.

### Provincial Sales Tax

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 code BC PST to 8600.600 and use the same AFE or CC coded on the invoice or field ticket.

### 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.

### Handling of ARC Resources invoices

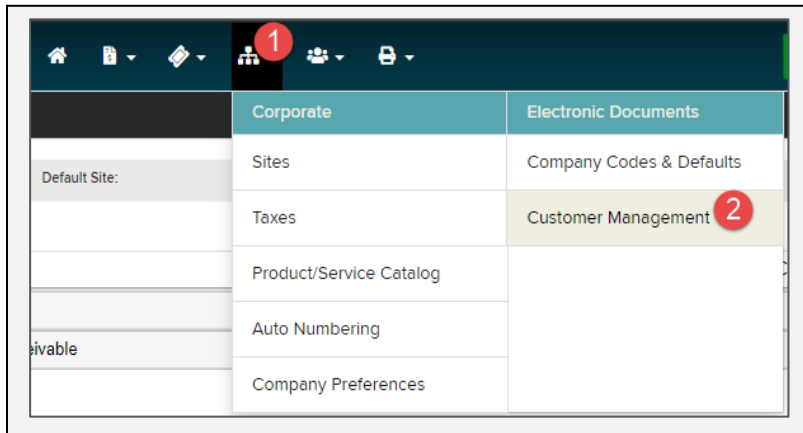
Please see the guide on the next page for more detail on determining which department to select. Capital spending (generally AFE related) invoices should be submitted to the department team remit to site. Operating expense spending (generally coded to cost center) should be submitted to area remit to site where the work was performed.

### 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 your EPCM 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.

## B2B and Direct Entry



| Table Term   | Definition   |
|--------------|--|
| Customer     | Operator Name  |
| Site         | Operator Site Name<br>(Equivalent to “Site” in table outlined above.)  |
| Department   | Operator Invoice Remit Department<br>(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”.<br>(Equivalent to “Contact Details” in table outlined above.) |

# OpenInvoice Submission Guidelines



## Integration Details

Buyer Information:

DUNS # = 253875702

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

## Sites & Departments (see listing above)

**PIDX Tag** = InvoiceProperties.PartnerInformation.ContactInformation.ContactName

Example:

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

## PIDX Data Requirements

| Screen Field Label        | Description  | PIDX XMLTag   | PIDX Format |
|---------------------------|--|---|-------------|
| <b>Header Description</b> | 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        |
| <b>AFE</b>                | AFE  | InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber | Text        |

## OpenInvoice Submission Guidelines



|                            |  |  |  |
|----------------------------|--|--|--|
| <b>Cost Center</b>         | CC   | InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter                       | Text                                     |
| <b>Location</b>            | Lease/Well/Plant   | InvoiceDetails.InvoiceLineItem.JobLocationInformation.WellInformation.WellIdentifier | Text                                     |
| <b>Contract</b>            | Contract Number  | InvoiceProperties.ReferenceInformation.ContractNumber                                | Text                                     |
| <b>Major/Minor/Subcode</b> | Major/Minor  | InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorGeneralLedgerCode        | Formula that you set in OI. EX: XXXX.XXX |
| <b>WO Number</b>           | Work Order   | InvoiceDetails.InvoiceLineItem.ReferenceInformation.JobNumber                        | Text                                     |
| <b>Asset Number</b>        | Asset Number   | InvoiceDetails.InvoiceLineItem.ReferenceInformation.CustomerAccountingReference      | Text                                     |
| <b>PO Number</b>           | Purchase Order Number  | InvoiceDetails.InvoiceLineItem.PurchaseOrderInformation.PurchaseOrderNumber          | Text                                     |
| <b>PO Line #</b>           | Purchase Order Line Number                                   | InvoiceDetails.InvoiceLineItem.PurchaseOrderLineItemNumber                           | Text                                     |
| <b>FT Number</b>           | Field Ticket Number  | InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketNumber              | Only one FT number is supported via B2B  |
| <b>FT Line Number</b>      | Field Ticket Line Number                                     | InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketLineNumber          | Only one FT line number is supported     |
| <b>Requisitioner</b>       | Person who requested the work                                | InvoiceDetails.PersonnelInformation.PersonnelName                                    | FirstName LastName                       |
| <b>Service Date From</b>   | Start Date of Service - Mandatory for each invoice line item | InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodStart                    | YYYY-MM-DDTHH:MM:SS                      |
| <b>Service Date To</b>     | End Date of Service – Mandatory for each invoice line item   | InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodEnd                      | YYYY-MM-DDTHH:MM:SS                      |

\*Required if provided by CLIENT.





## Requisition Example:

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

## Test Data

| Field Label | Value     |
|-------------|-----------|
| AFE         | 19DRL0029 |
| CC          | 29072     |

\* NOTE - Buyer will need to send a test PO to supplier in order to perform a test.