



OpenInvoice Submission Guidelines

July 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	cgenovese@arcresources.com
Open Invoice/Open Ticket Support	oisupport@arcresources.com



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	lmhallman@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	vendorinquiries@arcresources.com

OpenInvoice Submission Guidelines



	Remit to Department	Submission Type	Contact
Third Party EPCM and/or Environmental Consultant	c/o Alpine Tubulars	OpenInvoice	sarah-lena.peck@alpinetubular.com
	c/o Aztec Engineering Inc.	OpenInvoice	accountspayable@azeng.com
	c/o CDE Engineering	OpenInvoice	arash@cdeeng.com
	c/o Cornerstone Engineering Ltd.	OpenInvoice	cdoupovec@cornerstoneengineering.ca
	c/o Gas Liquids Engineering	OpenInvoice	debGauld@gasliquids.com
	c/o Keywest Engineering	OpenInvoice	chazelle@arcresources.com
	c/o Matrix Solutions Inc.	OpenInvoice	jjbrown@matrixsolutions.com
	c/o TNT Engineering	OpenInvoice	tskippen@tnteng.ca
	c/o Trialta Projects	OpenInvoice	mike.falacinski@trialtaprojects.com
	c/o Tridyne Projects	OpenInvoice	Dan Olsen <dolsen@tridyne.ca
	c/o Vertex Resources Group Ltd.	OpenInvoice & OpenTicket	mjackson@vertex.ca
c/o Xentric Engineering	OpenInvoice	chazelle@arcresources.com	



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. ARC encourages the use of OpenTicket for field ticket approval across our operations, which will simplify your invoicing requirements.

Invoice Data Fields - Header

Screen Field Label	Description	Required
Customer	Select <i>ARC Resources Ltd.</i>	Yes
Customer Site	See Site listing above	Yes
Department	See Department listing above	Yes
Invoice #	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
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. For credits, a minus sign (-) must be placed in the quantity field	Yes
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. If EPCM* invoice, include EPCM name, job #, and project description. (*EPCM – Engineering, Procurement, & Construction Management firm)	Yes
Historical PO No	PO that does not exist in OpenOrder.	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>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	Auto populated based on WBS or Cost Center search	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>	If provided
PO Number	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
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
Description (Product/Service)	Populates automatically based on PO line selected.	Yes - Auto

Quantity	Number of units or feet sold. Indicate credits with a minus (-)	Yes
Units	Units of measure (hours, each, day, feet, miles, etc.)	Yes
Rate	Service rate or product unit price	Yes
Discount	Item discount that applies (including early pay discounts);	Yes – If Applicable
Tax	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.* * 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 invoices. This approved ticket 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. ARC requires the use of OpenTicket for approval of field tickets.

Exceptions to Signed Backup Requirement

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

1. OpenTicket – most e Tickets 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.
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 or OpenTicket 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 (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.

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 use tax type BC PST and use the same WBS 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 Teams and Fields having their own bins 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 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.

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 WBS/CC and GL coding entered during invoice submission to avoid invoice disputes. See the “Operational Coding” section for more details.

B2B and Direct Entry

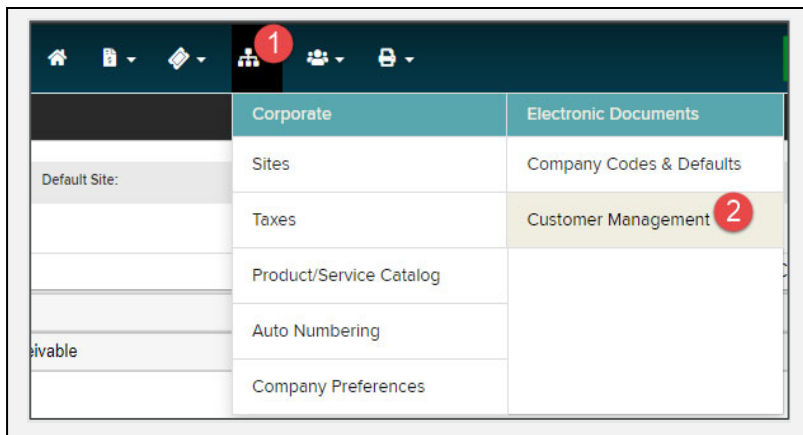


Table Term	Definition
Customer	Operator Name
Site	Operator Site Name (Equivalent to “Site” in table outlined above.)
Department	Operator Invoice Remit Department (Equivalent to “Remit to Department” in table outlined above.)
Contact Info	Questions related to Integration Testing or Invoice Requirements 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

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

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Screen Field Label	Description	PIDX XMLTag	PIDX Format
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.JobNumber	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
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>
```