

Certus Oil & Gas Inc

Invoice Submission Guidelines (July 2020)



To access the 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**. Non-PO videos are available to view at your convenience.

Invoice Data Fields - Header		
Screen Field Label	Description	Required
Customer	Select Company Name	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 Note-More than 20 characters will be rejected	Yes
Date	Invoice Date from your accounts receivable system	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 place in the quantity field	Yes
Currency	Select currency for invoice (CAD)	Yes
Description	WHO, WHERE, WHY/WHAT – Enter Who requested, the Well/Lease/Facility name, and the General Description of the service/product supplied	Yes
Ticket(s)	Enter applicable tickets numbers. Enter the invoice number if you do not have a ticket number. Invoices that do not have ticket numbers will be rejected.	Yes
Attach File*	All applicable invoices must include field approved signed and coded backup tickets. Invoices that do not have backup will be rejected.	Yes

*Required if provided by CLIENT.

Refer to the contact details for buyer questions.

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Invoice Data Fields - Line Items		
Screen Field Label	Description	Required
AFE*	If an AFE has been provided to you, enter it here. If you do not know the number, you may search by the name using the search button to the right of the field	Yes
Cost Center*	If a Cost Center number has been provided to you, enter it here. If you do not know the number, you may search by the name using the search button to the right of the field	Yes
Location	Please verify that the district and field listed here relate to the area your service was performed or product was delivered	Yes
Major*/Minor*	If the Major/Minor is provided to you, enter it here.	Yes
Service Date	Service end date or product delivery date	Yes
Product/Service	Select the product/service you are providing from the list	Yes
Charge Type	Populates automatically based on the Product/Service selected	Yes
Description (Product/Service)	Populates automatically based on the Product/Service selected. Add the full description for this particular product/service line item if the default value is generic	Yes
Quantity	Number of units or feet sold	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); if no discount, enter 0	Yes
Tax	Check box if taxes apply and enter percentage	Yes

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Sites & Departments:

Site	Remit to Department	Contact Details
Corporate	Corporate	Payables@certusoil.com
Elspeth Propane/14-32 Gas Plant	Elspeth Propane/14-32 Gas Plant	
Field Facilities	Field Facilities	
Field North	Field North	
Field South	Field South	

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Integration Details:

Buyer Information:

DUNS # = 731596698

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
AFE*	AFE	InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber	Text
Cost Center*	CC	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter	Text
Location	Lease/Well/Plant	InvoiceDetails.InvoiceLineItem.JobLocationInformation.WellInformation.WellIdentifier	Text

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Screen Field Label	Description	PIDX XMLTag	PIDX Format
Major*/Minor*	Major/Minor	InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorGeneralLedgerCode	Formula that you set in OI. EX: XXXX.XXX
FT Number	Field Ticket Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FiledTicketNumber	Only one FT number is supported via B2B
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

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Test Data

Field Label	Value
AFE	TESTAFE001
CC	TESTCC001

LIDO CSV Data Requirements

Screen Field Label	Description	LIDO CSV Column	CSV Format
Header Level Description	Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease. Enter the original invoice number for credit invoice.	3 - InvoiceDescription	Max 2000 Characters
Service Date To	Start Date of Service - Mandatory for each invoice line item	17 - ServiceDate	YYYY-MM-DD
AFE*	AFE Number	20 - AFENumber	
CC*	Cost Center Number	21 - CostCenterNumber	
Location	Location	22 - Location	
Major*/Minor*	Major/Minor	33 - OperatorCoding	Major.Minor eg: XXXX.XXX
Field Ticket Number	Field Ticket Number that applies to each charge	39 - FieldTickertNumber	Only one field ticket number is supported per line
Service Date From	End Date of Service - Mandatory for each invoice line item	41 - ServiceDateFrom	YYYY-MM-DD

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