

Enerplus USA Invoice Submission Guidelines

Invoice Data Fields - Header		
Screen Field Label	Description	Required
Customer	Enerplus Resources (USA) Corporation	Yes
Customer Site	Enerplus US	Yes
Department	Accounts Payable	Yes
Invoice #	The invoice number should be unique and match the Invoice # in your accounts receivable system. NOTE: Special characters and spaces are not allowed.	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 placed in the quantity field.	Yes
Currency	Select USD	Yes
Description	WHO, WHERE, WHY/WHAT – Enter Who requested, the Well/Lease/Facility name, and the General Description of the service/product supplied.	Yes

Invoice Data Fields - Line Items		
Screen Field Label	Description	Required
AFE*	If an AFE has been provided to you on field stamp, enter it here.	No
Cost Center*	If a Cost Center number has been provided to you on field stamp, enter it here. If you have entered an AFE, the Cost Center field should auto-populate. If you do not know the number, you may search by the name using the search button to the right of the field.	No
Location*	Please verify that the district and field listed here relate to the area your service was performed or product was delivered. This is not modifiable if the AFE/Cost Center have auto-populated this field.	No
Major/Minor/Cost Type*	Define coding when provided on field stamp	No
Service Date	Service end date or product delivery date	Yes
Product/Service	Select the product/service you are providing from your 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

***Enter if provided by Enerplus**

Attachments		
Attachments	Ensure the appropriate backup is supplied (e.g. field ticket, invoice copy, field stamp and signature, etc.) Accepted formats: pdf, tiff, xls Scanned attachments must be black & white with low resolution (75-150 dpi).	Required