

Customer	Enerplus Partnership
Customer Site	Enerplus Partnership or Third Party Vendor if it is a third party invoice
Department	Select department name that is indicated on the field approval stamp that has been provided
Master Agreement number	Your Agreement identifier
Invoice number	Your internal identifier
Date	Invoice date
Currency	Select "CAD" for Canadian dollars
Description	Who, what and where
	The field representative's full name should be entered first. Include the complete LSD.
<u>Line Items</u>	
AFE	If applicable, this number is provided by Enerplus representative.
Cost Centre	If applicable, this number is provided by Enerplus representative.
Location	Auto-populated based on AFE or Cost Center
Service Date	The date service or goods were provided.
Product/Service	Select the correct product/service from the drop down menu
Charge Type	Charge type will populate according to how you have assigned it to the Product/Service
Work Description	Enter any other information that is pertinent to the item. E.g. Multiple LSDs or 4" bolt
Quantity	All parameters that apply to the work. For example: quantity, units, rate, discount, and tax.
Units	
Rate	
Discount	
Tax	
Attachments	Ensure the appropriate backup is supplied. E.g. Copy of Invoice, Field tickets, timesheets, etc

By ensuring this information is on each invoice the first time, we can reduce the number of disputed invoices.