

Enerplus USA Invoice Submission Requirements

Invoice Requirements (All invoices)		
All invoices are to be submitted electronically via Open Invoice (openinvoice.com)		
Invoices will be disputed without the following:		
Type of Work	Does it require a stamp?	What is required on the stamp or invoice?
- Road/Pad Construction - Drilling & Related Svcs - Completions & Related Svcs - Workover	YES	- AFE(s) - Cost Center(s) - Major/Minor Code(s) (####.###) - Requestor Name & Signature
Equipment/Services purchased on PO	No	Attach copy of PO to invoice
All other work (includes water hauling, facilities, & LOE)	No	Requestor Name & Phone Number Requestor Will Provide: - AFE(s) - Cost Center(s) - Major/Minor Code(s) (####.###)

Invoice Data Fields in OpenInvoice	
Screen Field Label	Description
Customer	Enerplus Resources (USA) Corporation
Customer Site	Enerplus US
Department	Accounts Payable
Invoice #	The invoice number must be unique and match the Invoice # in your accounts receivable system. NOTE: Special characters, spaces, and leading zeros are not allowed.
Date	Invoice Date from your accounts receivable system
Service Date	Service Date of work completed (If service date is a range, use the last date of service)
Invoice Type	Original (standard Debit invoice) or Credit. The default is Original. For credits, a minus sign (-) must be placed in the quantity field and the original invoice number must be referenced.
Currency	Select USD
Description	WHO, WHERE, WHY/WHAT – Enter Who requested, the Well/Lease/Facility name, and the General Description of the service/product supplied.
Ticket No.	If available, each individual ticket number must be entered.
Purchase Order	If available, please enter PO number.
Service Date	Service end date or product delivery date.
Attachments	Ensure the appropriate backup is supplied (e.g. PO, POD, field ticket, invoice copy, field stamp and signature, safe work agreement, etc.) Accepted formats: pdf, tiff, xls

For OpenInvoice support, please contact openinvoicesupport@oildex.com or 1-866-627-3287.