Invoicing

Enerplus prefers that invoices be submitted through our internet based application Open Invoice™, supplied by ADP. We are ready to receive your electronic invoice anytime. ADP and Enerplus will ensure you are enabled, with no cost to you, so you are not required to make any arrangements.

When submitting an electronic invoice please provide all of the information listed below:

Information Required on Your Electronic Invoice

|  |  |  |
| --- | --- | --- |
| **Header** | **General Description** | **Mandatory** |
| Customer Site | Select - Enerplus Corporation | Yes |
| Department | Select - Department name indicated on the field approval stamp provided | Yes |
| Invoice # | Should match the invoice in your AR system | Yes |
| Currency | CAD - Canadian Dollars | Yes |
| Invoice Type | Original Invoice or Credit Invoice if you are issuing a credit memo | Yes |
| Date | Enter the same date as the invoice date-**Do not use the default date** | Yes |
| Description | Who, What, Where-Enter the requested work, Enerplus representatives name, legal location | Yes |
| **Line Item** | **General Description** | **Mandatory** |
| AFE # | Enter AFE# or location and use the search button to the right of the field.Select the appropriate information. If the search does not validate this information, leave this field blank | If provided |
| Cost Center | Enter cost center # or location and use the search button to the right of the field. Select the appropriate information. If the search does not validate,leave the field blank. | If provided |
| Location | Auto-populated based on the AFE or Cost Center search |  |
| Major/Minor/Subcode | Major-4 digits followed by Minor-3 digits (eg: 9800-050) | If provided |
| Master Agreement Number | Your agreement identifier | If Provided |
| Asset Number | Not Applicable |  |
| PO | Not Applicable |  |
| PO Line | Not Applicable |  |
| WO | Not Applicable |  |
| Service Date | Date service was provided, delivered | Yes |
| Product / Service | Select the product or service you are providing from the drop down list | Yes |
| Charge Type | Populates automatically based on product/service selected | Yes |
| Description | Populates automatically based on product/service selected - additionaldetail can be added or removed from this cell if necessary | Yes |
| Quantity | Enter the number of units sold. If it is a credit, indicate the number with aminus in front (-) \*\* | Yes |
| Units | Units of measure (hours, each, day, etc) | Yes |
| Rate | Service Rate or Product Unit Price | Yes |
| Tax | GST will be applied to each line item. Apply PST where applicable |  |
| Discount | Enter item discount that applies to the customer |  |
| **Attachments** | **Supporting Documentation** | **Mandatory** |
| Attachments | Ensure the appropriate backup is supplied (eg: field ticket, invoice copy,etc). Accepted Formats: pdf, tiff, xls Scanned: black & white with a low resolution (75-150dpi) | Yes |

Credit Memo: when issuing a credit memo, 2 steps are necessary. (1) select Credit Invoice as the invoice type and (2) enter a negative value in the Quantity cell.

Should you require any assistance with this set up, contact Accounts Payable at the following email address openinvoicesupport@enerplus.com or telephone 403-298-2200.