Enerplus USA Invoice Submission Requirements

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| **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
 | YESUnless required to submit tickets digitally through OpenTicket | * 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) | NoUnless required to submit tickets digitally through OpenTicket | Requisitioner Name & Number Requisitioner Will Provide:* AFE(s)
* Cost Center(s)
* Major/Minor Code(s) (####.###)
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| **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, leading zeros, and more than 18 characters 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.

For information on payment status, please contact Accounts Payable at US\_Invoices@enerplus.com.

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