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 Unless 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)	No Unless required to submit tickets digitally through OpenTicket	Requisitioner Name & Number Requisitioner 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, 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.