| **Types of Field Tickets** | |
| --- | --- |
| **Ticket Name** | **Supported By** |
| **General** | JSON and PDIX |
| **Water Hauling** | JSON |
| **Labor, Equipment and Materials (LEM)** | JSON |

| **Testing Data for Field Tickets** | |
| --- | --- |
| **Field Label** | **Field Value** |
| **Cost Object (Formerly AFE)** | A.10026.01.11 |
| **GL Account/-/-** | 551200 / - |
| **Requisitioner** | Andy Ross |
| **Location** |  |
| **Disposal Location** |  |

| **Questions?** |
| --- |
| [**evendor@petronascanada.com**](mailto:evendor@petronascanada.com) |

To access OpenTicket training videos, please sign into **OpenInvoice,** navigate to the **“?”** at the top right corner of the screen and click **Resource Center**. In the **Resource** **Center**, go to **OpenInvoice Documents > Buyer Training Videos**. Please refer to **Field Ticket Processing** related training videos for steps how to best utilize OpenTicket. Non OpenTicket videos are also available to view at your convenience.

**Please submit Field Tickets *as soon as possible after work is performed in the field*, ideally within 2 days of work completion.**

**For now, please only submit electronic OpenTicket field tickets to PETRONAS Canada’s Operations and Environmental teams.**

**Our Drilling & Completions, Facilities, and other departments are not yet using OpenTicket. For those teams, please continue to scan field tickets and attach them to your OpenInvoice invoices.**

Use the “Create Invoice from Ticket” feature and consolidate all approved tickets with the same “Superintendent” field data onto a single invoice. Refer to

PETRONAS Energy Canada Ltd. Invoice Submission Guidelines (found in the OpenInvoice resource center) for invoicing requirements.

If you are using the Field Ticket Excel upload feature, please be sure to:

1. Ensure Units of Measure are compliant with ISO UoMs, per section 4, below.
2. Include Purchase Order Numbers and PO Line Numbers, when the work references a PO.

| **Field Ticket Data Fields - Header** | | |
| --- | --- | --- |
| **Screen Field Label** | **Description** | **Applicable ticket types, required fields marked with an “ \* “** |
| **Ticket Number** | Enter Ticket number | All\* |
| **Service Date** | Enter the start date of your service. | All\* |
| **Price Book Name** | Enter the Price Book. You should always look up the Purchase Order first, then click ‘Create Ticket’ from the PO to get the correct Price Book reference. If you don’t have a valid (current) PO that is applicable for the work you are doing, select “N/A – Price Book not applicable” | All\* |
| **Currency** | Enter the Currency | All\* |
| **Requisitioner** | Enter your Approver’s name (the person that would sign your ticket out in the field)  If user does not exist, e-mail openticket@petronascanada.com | All\* |
| **Description** | Enter a Description for the Ticket | All\* |
| **Crew Member** | For a Charge Type of Labor, enter the Crew Member’s name in this field. | LEM\* |
| **Truck Number** | Number of the truck | Hauling\*, LEM |
| **Truck Capacity** | Total capacity for the vehicle performing the service | Hauling |
| **Driver Name** | Name of the driver | Hauling\* |
| **From Location** | Enter the starting location for the haul | Hauling\* |
| **To Location** | Enter the finish location for the haul | Hauling\* |

Any back-up documentation to support the ticket (e.g. third party receipts, timesheets, etc.) can be scanned and attached to the OpenTicket. Attachment file requirements can be found within OpenTicket.

| **Field Ticket Data Fields - Line** | | |
| --- | --- | --- |
| **Screen Field Label** | **Description** | **Applicable ticket types, required fields marked with an “ \* “** |
| **Line Number** | Unique identifier for the ticket line. | All\* |
| **PO Number** | Purchase order number  Search for and find the Purchase Order that is applicable for the work.  Purchase Orders will have the format Pyy.nnnnnn, e.g. P23.001234 | All |
| **PO Line** | Purchase order line number | All |
| **Service Start** | Enter the start date of your service. | All\* |
| **Service End** | Enter the end date of your service | All |
| **Product/Service** | If you use any part numbers and/or Item ID’s along with your service/product descriptions, you can enter your Part #/Item ID to populate the appropriate service/product description. If you do not use Part #/Item ID’s, enter the product or service name. Always use items on pricebooks where applicable. | All\* |
| **Description** | Use the “Search” engine to search your existing service/product catalog in OpenInvoice and select the appropriate service/product description. | All\* |
| **Location** | Lease/Well/Plant Name | All\* |
| **Hours Worked** | Enter the amount of hours/minutes worked. This field will not accept excessive hours such as “24 hours”. If hours aren’t defined, you can enter “0” hours to bypass these fields. | Hauling, LEM |
| **Volume** | Total quantity of fluids hauled | Hauling\* |
| **Charge By** | Select how you are charging – Hours, Volume, Other | Hauling\* |
| **Quantity** | Number of units (see units of measure) | All\* |
| **Units** | Units of measure. Please note that PETRONAS uses standardized Units of Measure. These are in ALL CAPS and follow ISO standards (e.g. HR, DAY, FT, EA) | All\* |
| **Rate** | Service rate or product unit price | All\* |
| **Charge Type** | Select whether this is a Labor, Equipment or Material ticket, form the drop down menu. | LEM\* |
| **Disposal Ticket** | This field is specific to “Hauling” ticket types. The ticket number associated with the disposal of fluids | Hauling |
| **Disposal Location** | This field is specific to “Hauling” ticket types. The name of the disposal site | Hauling |
| **Fluid Hauled** | A description of the fluid hauled | Hauling\* |
| **Gauge Start** | Original reading of the gauge | Hauling |
| **Gauge Finish** | Final reading of the gauge | Hauling |
| **Cost Object** | Enter the AFE/WBS, Cost Center, or Work Order associated with the ticket, if provided  If you receive both a Work Order and a WBS or Cost Center number from your PECL representative, always enter the Work Order number in this field.  WBS: Work Breakdown Structure (formerly AFE) number – these will have the format x.nnnnn(.nn)(.nn), e.g. C.10074 or A.10420.04 or A.10420.04.01  CC: Cost Center Number – Formatted 0428-nnnnn’, e.g. 0428-10372  WO: Work Order Number – Formatted ‘yy-nnnnnnn’, e.g. 23-1000027  IO: Internal Order Number (used for PECL vehicles) – Formatted ‘nnnnnn’, e.g. 200093  Suppliers do not need to understand the differences between these cost coding elements. Please simply provided whatever number has been provided to you by your PETRONAS rep. Contact your PETRONAS rep if unknown.  We have a published a cross-reference spreadsheet to the Enverus Resource Center to help you look up the new numbers.  Changing the coding from a pre-May 1 Field Ticket to a post-May 1 Invoice is allowed – it may cause a “yellow alert” in the system, but this is okay while we transition to new processes. | All |
| **GL Account** | This will default on your field ticket if flipping from the PO. If you do not have a PO, please enter the GL Account number provided by your PETRONAS rep. These will always be a 6 digit number.  When you enter a GL Account, be sure to tab to the second box (minor account field) and enter a dash (-) character | All |

**JSON Field Ticket Requirements**

***Recommended API format.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Screen Field Label** | **Description** | **JSON Tag** | **Format** |
| **Header Description** | Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease. Enter the original invoice number for credit invoice. | "description" | Text |
| **Truck Number** | Number of the truck used | “truckNumber” | Text |
| **Driver Name** | First and last name of the driver | “driver” | Text |
| **Truck Capacity** | Total capacity for the vehicle hauling fluids | “truckCapacity” | Number |
| **Cost Object** | The Cost Object number is one of the buyer’s cost objects and is validated against the list of Cost Object numbers entered by the buyer in OpenInvoice. Enter the AFE/WBS, Cost Center, or Work Order associated with the ticket, if provided  WBS: Work Breakdown Structure (formerly AFE) number – these will have the format x.nnnnn(.nn)(.nn), e.g. C.10074 or A.10420.04 or A.10420.04.01  CC: Cost Center Number – these will always have the format 0428-nnnnn’, e.g. 0428-10372  WO/IO: Work/Internal Order Number – these will always have the format ‘nnnnnn’, e.g. 200093  Suppliers do not need to understand the differences between these cost coding elements. Please simply provided whatever number has been provided to you by your PETRONAS rep. Contact your PETRONAS rep if unknown | "afe": { "number": "A.10026.1.02" }, | Text |
| **Location** | The location is a description of where the work was physically performed by the supplier. | "location": "Demo Location", | Text |
| **Contract** | Price Book Number. Pricebooks (Contracts) will have the format Cyy.nnnnnn, e.g. C23.001234 | "contract": { "number": "C23.001234" }, | Text |
| **GL Account/-/-** | GL Code supplied by PECL. The major will always be a 6 digit number. The minor will always be “-“ | "major": { "code": "551200" },  "minor": { "code": "-" }, | Text |
| **PO Number** | Purchase Order Number. Purchase Orders will have the format Pyy.nnnnnn, e.g. P23.001234 | "poNumber": "P23.001234", | Text |
| **PO Line Number** | PO Line Number | "poLineNumber": “1”, | Number |
| **Requisitioner** | The ordered by name represents the first and last name of the receipt’s requisitioner. | "orderedByName": "Michael Field", | FirstName LastName |
| **SuperIntendent** | The superintendent is the person who supervises the field personnel. | "superintendentName": "Joe Supervisor", | FirstName LastName |
| **Office Approver** | Office Approver is the individual who will approve the receipt. | "officeApproverName": "Mary Approver", | FirstName LastName |
| **Hours Worked** | Number of hours worked for that line | “hoursWorkedUnit”; “hoursWorkedSubunit” | Number |
| **Disposal Ticket** | Disposal location’s ticket number | “disposalTicket” | Text |
| **Disposal Location** | Name of the disposal site | “disposalLocation” | Text |
| **Payload** | What was hauled (i.e. Fresh Water) | “payload” | Text |
| **Gauge Start** | Original reading of the gauge | “gaugeStartUnit”; “gaugeStartSubunit” | Number |
| **Gauge Finish** | Final reading of the gauge | “gaugeFinishUnit”; “gaugeFinishSubunit” | Number |
| **Volume** | Total quantity of fluids hauled | “volume” | Number |
| **Volume UOM** | Unit of measure for the volume hauled. Please note that PETRONAS uses standardized Units of Measure. These are in ALL CAPS and follow ISO standards (e.g. HR, DAY, FT, EA) | “volumeUOM” | Text |
| **Charge Type** | Labor, Equipment or Material | “chargeType”: “Labor” | Text |
| **Charge By** | Select how you are charging – Hours, Volume, Other | “chargeBy”: ”Hours” | Text |
| **Crew Member** | Name of crew member | “crewmember” | Text |
| **License Number** | License number of crew member (i.e. electrician) | “licenseNumber” | Text |
| **Equipment ID** | Unique identifier tied to equipment | “equipmentId” | Text |
| **Service Date From** | Start Date of Service - Mandatory for each invoice line item | "serviceDateFrom": "2016-03-01", | YYYY-MM-DD |
| **Service Date To** | End Date of Service – Mandatory for each invoice line item | "serviceDateTo": "2016-03-01", | YYYY-MM-DD |

**PIDX Field Ticket Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Screen Field Label** | **Description** | **PIDX XMLTag** | **Pidx Format** |
| **Header Description** | Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease. Enter the original invoice number for credit invoice. | FieldTicketProperties.Comment | Text |
| **Cost Object** | The Cost Object number is one of the buyer’s cost objects and is validated against the list of AFE numbers entered by the buyer in OpenInvoice. Enter the AFE/WBS, Cost Center, or Work Order associated with the ticket, if provided  WBS: Work Breakdown Structure (formerly AFE) number – these will have the format x.nnnnn(.nn)(.nn), e.g. C.10074 or A.10420.04 or A.10420.04.01  CC: Cost Center Number – these will always have the format 0428-nnnnn’, e.g. 0428-10372  WO/IO: Work/Internal Order Number – these will always have the format ‘nnnnnn’, e.g. 200093  Suppliers do not need to understand the differences between these cost coding elements. Please simply provided whatever number has been provided to you by your PETRONAS rep. Contact your PETRONAS rep if unknown | FieldTicketDetails.FieldTicketLineItem.ReferenceInformation.AFENumber | Text |
| **Location** | Lease/Well/Plant | FieldTicketDetails.FieldTicketLineItem.JobLocationInformation.WellInformation.WellIdentifier | Text |
| **Contract** | Price Book Number. Pricebooks (Contracts) will have the format Cyy.nnnnnn, e.g. C23.001234 | FieldTicketDetails.FieldTicketLineItem.ReferenceInformation.ContractNumber | Text |
| **GL Account** | GL Code. The major will always be a 6 digit number. The minor will always be “-“ | FieldTicketDetails.FieldTicketLineItem.ReferenceInformation.OperatorGeneralLedgerCode | Format that you set in OI. EX: XXXXXX.- |
| **WO Number** | DO NOT USE. Use the AFE field above, instead. |  |  |
| **PO Number** | Purchase Order Number. Purchase Orders will have the format Pyy.nnnnnn, e.g. P23.001234 | FieldTicketDetails.FieldTicketLineItem.PurchaseOrderInformation.PurchaseOrderNumber | Text |
| **PO Line #** | Purchase Order Line Number | FieldTicketDetails.FieldTicketLineItem.PurchaseOrderLineItemNumber | Text |
| **Requisitioner** | Person who requested the work | FieldTicketDetails.FieldTicketLineItem.PartnerInformation.ContactInformation.ContactName | FirstName LastName |
| **Service Date From** | Start Date of Service - Mandatory for each invoice line item | FieldTicketDetails.FieldTicketLineItem.ServiceDateTime.ServicePeriodStart | YYYY-MM-DDTHH:MM:SS |
| **Service Date To** | End Date of Service – Mandatory for each invoice line item | FieldTicketDetails.FieldTicketLineItem.ServiceDateTime.ServicePeriodEnd | YYYY-MM-DDTHH:MM:SS |
| **Line Item Comment** | Comment of the work completed | FieldTicketDetails.FieldTicketLineItem.Comment | Text |

**Units of Measure**

The following table shows the ISO (International Standards Organization) Units of Measure that PECL will support. If there are other units of measure you would like added, please contact [evendor@petronascanada.com](mailto:evendor@petronascanada.com).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Description** |  | **Code** | **Description** |  | **Code** | **Description** |
| % | Percentage |  | HR | Hours |  | MON | Months |
| AU | Activity unit |  | IN | Inch |  | PAC | Pack |
| BAG | Bag |  | KG | Kilogram |  | PL | Pail |
| CAN | Canister |  | KM | Kilometer |  | PC | Piece |
| CAR | Carton |  | L | Liter |  | LB | Pound |
| CV | Case |  | M | Meter |  | TO | Ton |
| DAY | Days |  | M2 | Square meter |  | TU | Tube |
| DR | Drum |  | M3 | Cubic meter |  | GAL | Gallon (US) |
| EA | Each |  | MI | Mile |  | TON | US Ton |
| FT | Foot |  | MIN | Minutes |  | WK | Weeks |
| HA | Hectare |  | MM | Millimeter |  |  |  |

1. Please ensure you search for and use valid units. If you receive an error (often indicated as “Invalid Units”), it’s possible that your invoice could still be pointing to an old Pricebook with invalid units, or your company’s Enverus catalog.
2. Changing the units from pre-May 1 Field Ticket to a post-May 1 Invoice is allowed – it may cause an alert in the system, but this is okay while we transition to new processes. If the alert is red and prevents you from submitting your invoice, please email scm@petronascanada.com with the specifics and screenshots.