**PETRONAS Energy Canada Ltd. Invoice Submission Guidelines - March 2023**

**What’s Changing?**

These changes will come into effect on 1 May 2023.

|  |  |
| --- | --- |
| 1. Invoice Date | Please enter the actual date of your invoice |
| 1. Purchase Orders | PETRONAS Energy Canada Ltd. (PECL) is moving towards having Purchase Orders in place for all work with all suppliers. It will take us some time to get POs in place for everything, but this is our direction |
| 1. Field Tickets | PECL is moving towards having electronic Field Tickets (i.e. OpenTicket tickets, not scanned images of paper tickets) in place for all work with all suppliers. If you are not currently using OpenTicket, training/onboarding will be provided at a future date  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. |
| 3. Units of Measure | PECL will require suppliers to use standardized Units of Measure, following ISO standards |
| 4. Work Orders | PECL will now require suppliers to code invoices directly to a Work Order when one is provided |
| 5. Terminology Changes | |  |  | | --- | --- | | **Old Term** | **New Term** | | AFE (Authorization for Expenditure) Cost Center | Cost Object | | Major/Minor/Subcode | GL Account | |
| 6. Department Name Changes | |  |  | | --- | --- | | **Old Department Name** | **New Name** | | Information Technology | Digital Technology Services | | Fort St John | Production and Field Operations | | Health and Safety (HSSE) | Health, Safety and Security | |

1. **Creating an Invoice from a Purchase Orders (PO)**

In OpenInvoice, there are several different options for suppliers to create an invoice correctly referencing the PO.

**PETRONAS recommends suppliers ‘flip’ from the PO into the invoice.** Find the appropriate PO in OpenInvoice, select the checkbox next to the PO Line Item, then click the ‘Create Invoice’ action button. By flipping from the PO, the correct PO Line Number, AFE/WBS, Cost Center, Work Order, GL Account, Contract Number, etc. are all carried forward from the PO to the invoice.

Alternatively, if you create an invoice *from scratch* andthen input the PO number, PO data is not automatically carried forward. This adds work for the supplier and creates more potential for errors on your invoice that may result in a dispute. We strongly encourage all suppliers to use the ‘PO flip’ mechanism to create their PECL invoices using OpenInvoice.

To learn how to flip from a PO, please review the available videos in the Resource Center. To access the 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 > Training Videos. Please refer to PO related training videos for invoice submission instructions. Non-PO videos are also available to view at your convenience.

1. **Field Tickets**

When using OpenTicket, PETRONAS recommends you should use the “Create Invoice From Ticket” option and filter where; Ticket Status = Approved, Invoice Status = Not Invoiced. When consolidating tickets to a single invoice please ensure the following fields contain the same data prior to submitting:

1. “Superintendent” field (Note: some screens display field name: Department (Enter1))
2. Service Order/Purchase Order number

**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.

1. **General Business Rules**

The following business rules apply to invoice submissions through Enverus:

1. You cannot exceed the overall value, quantity, or unit price specified on the PO. If you have questions about your PO, please contact your PECL Supply Chain representative.
2. The contract number, material or service, unit of measure, coding, currency, and requisitioner must be the same on field tickets/invoices as those specified on the PO.
3. Multiple POs cannot be referenced on a single field ticket or invoice.
4. When using OpenTicket; invoices may only be submitted for *approved* field tickets.
5. Unit prices for materials and services must match contracted prices. OpenInvoice generally provides descriptive error messages to assist suppliers with each of these conditions.
6. **Unplanned freight** will be supported as a separate line item on invoices.
   * 1. Do not include freight charges on Field Ticket (only on invoices).
     2. For the PO Line reference
        1. If your PO is a Limit Order (aka “Amount based”), choose the main line item number on the PO
        2. If your PO is an itemized order (aka “Quantity-based”) and freight was not estimated as a separate line item, choose the “No PO Line” option
     3. Choose the “FREIGHT” item from your public catalog.
     4. Provide backup documentation (attachments) to justify freight charges.
7. **Credit Memos**
   * 1. Choose Invoice Type = “Credit Invoice” at the invoice header.
     2. Click the “Original Invoice” button, find the original invoice the credit memo pertains to, and create the linkage to the original invoice.
     3. Within line items, ensure the Quantity has a negative value.
8. **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 |  | HA | Hectare |  | MM | Millimeter |
| AU | Activity unit |  | HR | Hours |  | MON | Months |
| BAG | Bag |  | IN | Inch |  | PAC | Pack |
| CAN | Canister |  | KG | Kilogram |  | PL | Pail |
| CAR | Carton |  | KM | Kilometer |  | PC | Piece |
| CV | Case |  | L | Liter |  | LB | Pound |
| DAY | Days |  | M | Meter |  | TO | Ton |
| DR | Drum |  | M2 | Square meter |  | TU | Tube |
| EA | Each |  | M3 | Cubic meter |  | TON | US Ton |
| FT | Foot |  | MI | Mile |  | WK | Weeks |
| GAL | Gallon (US) |  | MIN | Minutes |  |  |  |

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](mailto:scm@petronascanada.com) with the specifics and screenshots.

|  |  |  |
| --- | --- | --- |
| **Invoice Data Fields - Header** | | |
| **Screen Field Label** | **Description** | **Required** |
| Customer | Select: PETRONAS Energy Canada Ltd. | Yes |
| Customer Site | See *Site & Departments* listing below | Yes |
| Customer Department | See Sites & *Department* s listing below and refer to *Department Selection Guide* below | Yes |
| Invoice Number | The invoice number should match the invoice number in your accounts receivable system. Maximum 20 characters with no special characters except for dash “-“ or forward slash “/” | Yes |
| Invoice Date | Enter the invoice date as it is in your accounting system (MM/DD/YYYY) | Yes |
| Invoice Type | *Original* (standard Debit invoice) or *Credit*. The default is Original. For credits, a minus sign (-) must be place in the quantity field | Yes |
| Service Date | Service end date or product delivery date (MM/DD/YYYY) | If Applicable |
| Currency | Select currency for invoice. | Yes |
| Description | General description of service/product supplied (Who, What, Where) | Yes |
| PO | 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 | If Applicable |
| Price Book | Select PriceBook contract from drop-down list. Pricebooks (Contracts) will have the format Cyy.nnnnnn, e.g. C23.001234  If you don’t have a valid (current) PO that is applicable for the work you are doing, put “N/A – Price book not applicable” | If Applicable |

|  |  |  |
| --- | --- | --- |
| **Invoice Data Fields - Line Items** | | |
| **Screen Field Label** | **Description** | **Required** |
| PO | If a Purchase Order was issued for the work, enter here; otherwise, leave blank. Purchase Order numbers will have the format Pyy.nnnnnn, e.g. P23.001234 | If Applicable |
| PO Line | If a PO was issued, the line number on the PO. In most cases this will be ‘1’, but some suppliers may receive multi-line POs, in which case the correct line number must be referenced | If Applicable |
| Service Date From/To | Service start and end date or product delivery date (MM/DD/YYYY) | Yes |
| Product/Service | Each product/service needs to have a separate line item.  Invoices that are not itemized (e.g. a single line item called “Services, see attachment”) are subject to rejection.  Ensure that the ‘On Pricebook’ checkbox is checked if the product/service is covered on your contract with PECL  Enter and select the appropriate item  Do NOT select a generic item and override the description. Add any missing items to your Product/Service Catalog | Yes |
| Description | Populates automatically based on the product/service selected | Yes |
| Tickets | Enter all associated ticket numbers. If ticket numbers don’t exist, enter the order/delivery number. If using  OpenTicket, this data will auto-populate. | Yes |
| Quantity | Number of units sold. Indicate credits with a minus sign (-) before number | Yes |
| 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). Please search for and select a Unit of Measure from the drop down. | Yes |
| Rate | Service rate or product unit price | Yes |
| Discount (%) | All discounts should be netted into the rate/unit price field | No |
| Taxes | Check box for appropriate item tax | If Applicable |
| Cost Object | Note – 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 provide whatever number has been provided to you by your PETRONAS rep. Contact your PETRONAS rep if unknown. If your PECL rep. provides multiple cost objects for the same work, please use the following order of precedence: Work Order/Internal Order > WBS/AFE > Cost Centre  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. | Yes |
| Location | Will auto-populate based on WBS/AFE or Cost Centre. If you enter a Work Order, the location will not auto-populate, so please manually enter a location where your service was performed or product was delivered. | N/A |
| GL Account | This will default on your invoice 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 | If Applicable |
| **Attachments** | | |
| Any back-up documentation to support the invoice and/or order (e.g. field ticket, timesheet, third party receipts, etc.) with appropriate PETRONAS  representative signatures must be scanned and attached to the invoice (unless OpenTicket is used). Attachment file requirements can be found in OpenInvoice | | |

**Sites & Departments:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site** | **Remit to Department** | | **Contact Details** |
| **PETRONAS Energy Canada Ltd** | Corporate | Geology and Geophysics | 1600, 215 – 2nd Street SW, Calgary, AB T2P 1M4 |
| Drilling and Completions | Health, Safety and Security |
| Digital Technology Services | Production and Field Operations |
| Facilities | Regulatory and Environmental |
| **Keywest Projects Ltd** | Keywest Projects Ltd | | Suite 1700, 635 - 8th Ave SW, Calgary, AB T2P 3M3 |

The department name will be shown on your purchase order under ‘Accounting Details’ à ‘Purchasing Group’. The formatting will contain some internal PECL codes that can be ignored (e.g. ‘F02/CA01 – Corporate/CA01’ shown on the PO corresponds to ‘Corporate’ in the table above.

**Integration Details:**

**Buyer Information:DUNS # = 255052490**

**PIDX Tag =** InvoiceProperties.PartnerInformation.PartnerIdentifier partnerIdentifierIndicator="DUNSNumber"

**Sites & Departments (see listing above)**

**PIDX Tag =** InvoiceProperties.PartnerInformation.ContactInformation.ContactName

Example:

<pidx:ContactInformation contactInformationIndicator="BuyerDepartment">

<pidx:ContactName>Facilities</pidx:ContactName>

</pidx:ContactInformation>

NOTE: Any back-up documentation to support the invoice and/or order (e.g. field ticket, timesheet, third party receipts, etc.)

with appropriate PETRONAS representative signatures must be scanned and attached to the invoice.

**PIDX Invoice Data Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Screen Field**  **Label** | **Description** | **PIDX XMLTag** | **PIDX Format** |
| **Header**  **Description** | General description of service/product supplied (Who, What, Where) | Invoice.InvoiceProperties.Comment | Text |
| **Cost Object (AFE or Cost Center or Work Order)** | WBS, Cost Center, Work Order, or Internal Order number provided by your PETRONAS rep – mandatory for each invoice line item | InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber  **IMPORTANT**  Do not use the PIDX tag InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter;  Do not use the PIDX tag  InvoiceDetails.InvoiceLineItem.ReferenceInformation.JobNumber  All PECL cost objects should be conveyed in the AFENumber tag | Text |
| **Contract** | Contract Number (if applicable) Contracts) will have the format Cyy.nnnnnn, e.g. C23.001234 | InvoiceProperties.ReferenceInformation.Contract  Number | Text |
| **GL Account** | Enter the GL account number provided by your PETRONAS rep | InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorGeneralLedgerCode | The major will always be a 6 digit number. The minor will always be “-“. EX XXXXXX.- |
| **PO Number** | Purchase Order Number Purchase Order numbers will have the format Pyy.nnnnnn, e.g. P23.001234 | InvoiceDetails.InvoiceLineItem.PurchaseOrderInformation.PurchaseOrderNumber | Text |
| **PO Line #** | Purchase Order Line Number | InvoiceDetails.InvoiceLineItem.PurchaseOrderLineItemNumber | Text |
| **FT Ticket No.** | Enter associated ticket number. | InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketNumber | Only one FT number is supported via B2B |
| **FT Line Ticket No.** | Field ticket line number. | InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketLineNumber | Only one FT line number is supported via B2B |
| **Requisitioner** | Person who requested the work. | InvoiceDetails.PersonnellInformation.PersonnellName | FirstName.LastName |
| **Service Date From** | Start Date of Service - Mandatory for each invoice line item | InvoiceDetails.InvoiceLineItem.ServiceDateTime.  ServicePeriodStart | YYYY-MM-  DDTHH:MM:SS |
| **Service Date To** | End Date of Service – Mandatory for each invoice line item | InvoiceDetails.InvoiceLineItem.ServiceDateTime.  ServicePeriodEnd | YYYY-MM-  DDTHH:MM:SS |

**Support contacts at PETRONAS Canada**

If you require additional assistance relating to GEP SMART processes, Purchase Orders, Contracts or Pricebooks, please contact [scm@petronascanada.com](mailto:scm@petronascanada.com)

If you require support with financial coding details, or OpenInvoice/OpenTicket process inquiries, please contact [AccountsPayable@petronascanada.com](mailto:AccountsPayable@petronascanada.com)