

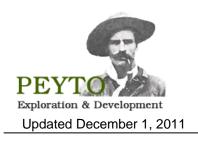
Supplier Guidelines for OpenInvoice

Header

		<u>Required</u>
-	Customer – Select Peyto Exploration & Development	Yes
1.	Customer Site - Choose "G&A", "Gas Plants", "Operations" or Land"	Yes
•	Department – Select from the Departments listing (on next page).	Yes
•	Invoice# – Invoice number must match the Invoice # in your accounts receivable system.	Yes
•	Date - Invoice Date (not order or delivery date) from your accounts receivable system.	Yes
•	Service Date – Required at line level	Yes
•	Contract – Enter a valid Peyto Contract (if applicable)	
•	Invoice Type - Original (standard Debit invoice) or Credit. The default is Original.	Yes
•	For credits, a minus sign (-) must be placed in the quantity field.	
1.	Currency – Defaults to CAD – Canadian Dollars	Yes
1.	Description – WHO, WHERE, WHY/WHAT – Enter the name of Who requested the work, the Lease, Well or Facility	Yes
_ \	Name and a general description of the service/product supplied.	

Line Items

		<u>Required</u>		<u>Required</u>
!	AFE – If an AFE has been provided to you, enter it here. Cost Center – If a Cost Center number has been provided to	Yes	 Product/Service – Select the product/service you are providing from the list. 	Yes
ľ	you, enter it here. If you do not know the number, you may search by the name using the search button to the right of the	Yes	 Charge Type – Populates automatically based on the Product/Service selected. 	Yes
•	field. Location – Will Auto-Populate Based on AFE/CC Selected Asset Number – Not Required Major/Minor/Subcode: Define coding when provided. The major/minor coding combination has two number sets (4,3)	No No Yes	 Description (Product/Service) – Populates automatically based on the Product/Service selected. Add the full description for this particular product/ service line item. Example - default 'Ball Valve' may need to be changed to 'Ball Valve - 2" 3000# FP. 	Yes
•	Operation Category – Not Required	No	Quantity – Number of units or feet sold.	Yes
:	PO – Not RequiredWO – Not Required	No No	 Units – Units of measure (hours, each, day, feet, miles, etc.). 	Yes
•	Service Date – Service end date or product delivery date.	Yes	 Rate – Service rate or product unit price. 	Yes
•	Field Ticket #	Yes	 Discount – Item discount that applies (including early 	Yes
$\left(\right.$	NOTE : Signed Backup (Signed Field Stamp/Signed Delivery Note) is normally required. Items must be scanned and attached. ex. Field tickets, Delivery Notes, time sheets, 3 rd party invoices, etc.		 pay discounts); if no discount, enter 0. Tax – Check box if taxes apply and enter percentage. 	Yes



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Inquiries

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ADP OpenInvoice Support 866.627.3287 adpinvoicesupport@adp.com

Peyto Exploration & Development

Site	Department	Notes
Area/Plants	Cutbank	CC only
	Kakwa	CC only
	Nosehill	CC only
	Oldman	CC only
	Wild Hay	CC only
G & A	Corporate	
	Human Resources	
	Office	
LAND	Land	
OPERATIONS	Completions	AFE starting with C
	Construction	AFE starting with D
	Drilling	AFE starting with D
	Equipping/Tie-In	AFE starting with E/T
	Facilities	AFE starting with F
	Geology	AFE starting with G
	Projects	AFE starting with P