



September 30, 2015

Dear Valued Supplier:

Re: Electronic Invoicing Initiative

**Peyto Exploration & Development** would like to invite you to participate in our strategic electronic invoicing initiative that we have had in place since 2012. We are moving away from accepting paper-based billing and are fully committed to electronic invoicing. This change will allow our valued supplier network to easily track invoice status and payments on line via Open Invoice, provided by Oildex.

**Peyto Exploration & Development** is covering all the costs associated with a typical configuration, training and support for your e-invoicing supplier account.

For more information on how to get started please contact [payables@peyto.com](mailto:payables@peyto.com) or call 403-269-8505.

We look forward to working with you on this win-win electronic invoicing initiative.

Thank you,

Peyto Exploration & Development  
ADP Invoice Implementation team  
Enclosure: (1)

## Supplier (Your) Benefits

A primary business driver for using process invoices quicker and more timelier approval of supplier invoices.



## of OpenInvoice™

OpenInvoice™ is the ability to efficiently which results in a

Some of the benefits to suppliers using OpenInvoice™ include:

- No lost invoices**
- We will be providing priority approvals for e-invoices over paper invoices
- Expedited invoice processing and timely payment
- Ability to track the status of each e-invoice on-line
- Ability to track payment for each e-invoice on-line
- On-line adjudication process for quick dispute resolution
- Complete history and audit trail of all invoice related changes and payment history
- Accessibility to free support for e-invoice questions and issues
- A wide range of submission methods

### What is the cost?

None, Peyto is responsible for all the costs with the exception of specific circumstances where the integration of the supplier to open invoice is more advanced.

All that is needed to use OpenInvoice™ is a computer with internet access and Internet Explorer versions 7.0 or later - and possibly a scanner or the ability to upload a PDF. There are no charges to the supplier for invoice submissions, the usual set-up, training, and support functions provided by ADP.

### About ADP P2P Solutions

ADP's OpenInvoice allows buyers and suppliers to automate business processes, and enhance the effectiveness and efficiency of invoicing transactions through the Internet. The OpenInvoice network includes more than 50,000 vendors who transact more than \$50 Billion in electronic documents annually.

### How it works

ADP provides a hosted website where a supplier may post B2B transactions, or create invoices through a web browser. Backup/supporting documentation such as tickets, time sheets, or reports are attached by scanning or by directly attaching a word, excel or other electronic document. Peyto electronically approves or disputes invoices online. Approved invoices integrate directly into our financial system for payment. Disputed invoices are resolved in real time between the supplier and Peyto. Everyone has view access to the invoice at any time after it is submitted.

### Setup

Setup in the OpenInvoice™ application requires that we take a small amount of general company information such as company name, address, contact name, taxation numbers and the product/services that the company provides. ADP will setup your account (or you can self register in about 15 minutes), you will be provided a secure username and password to access the application. If required, ADP will schedule a training session with you. Training typically takes place over the phone and takes approximately 45 minutes.