HOW TO REGISTER YOUR OPENINVOICE SUPPLIER ACCOUNT
Purpose

This presentation will teach you how to register an OpenInvoice supplier account.

1. Launch the OpenInvoice website: Chrome or Edge are preferred browsers.
2. The address is: [https://www.openinvoice.com/docp/public/LoginContainer.jsp](https://www.openinvoice.com/docp/public/LoginContainer.jsp)
3. Select the “Join Now” tab
4. Click on the “Join Now” button
5. Enter your company’s details
6. Enter your work email address, or personal address, if no work address
7. Enter “Gibson Energy” in the “Your Customer’s Company Name” field
8. Click “Next” button

Enverus will email you a sign-up link once your details have been reviewed (may take up to 48 hours). That link will allow you to set your password.

If you have any issues getting your account setup please contact Enverus at [openinvoicesupport@enverus.com](mailto:openinvoicesupport@enverus.com) or call 1-866-627-3287
Launch a web browser, and navigate to:
https://www.openinvoice.com/docp/public/LoginContainer.jsp
Click on “Join Now” tab, and then “Join Now” button
Company Details

Enter all your company details including your legal name. This should also be listed on your invoices.
Email Address

Enter your work email address. Only use a personal email if you do not have a work email.
Further Assistance

You will receive an email from Enverus within 48 hours asking you to set your password and configure your account.

If you have any issues getting your account setup or require assistance on configuration, please contact Enverus at openinvoicesupport@enverus.com or call 1-866-627-3287

For all other Gibson invoicing issues, contact accountspayable@gibsonenergy.com