

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>
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.

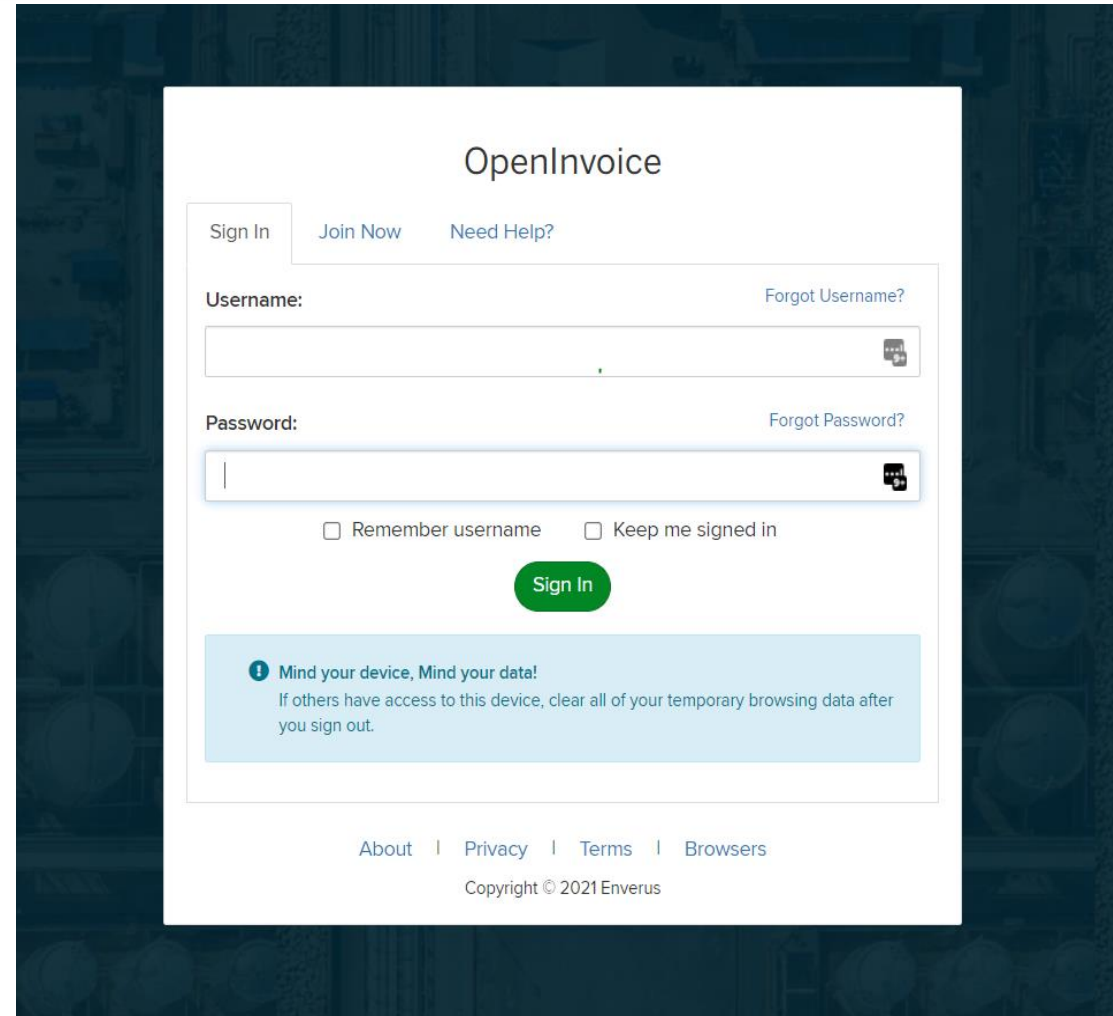
If you have any issues getting your account setup please contact Enverus at openinvoicesupport@enverus.com or call 1-866-627-3287



OpenInvoice Website

Launch a web browser, and navigate to:

<https://www.openinvoice.com/docp/public/LoginContainer.jsp>



The screenshot shows the OpenInvoice login page. At the top, the title "OpenInvoice" is centered. Below it are three links: "Sign In", "Join Now", and "Need Help?". The main form contains two input fields: "Username:" and "Password:". Each field has a "Forgot" link to its right. Below the password field are two checkboxes: "Remember username" and "Keep me signed in". A green "Sign In" button is centered below the checkboxes. At the bottom of the form is a light blue informational box with an information icon and the text: "Mind your device, Mind your data! If others have access to this device, clear all of your temporary browsing data after you sign out." At the very bottom of the page are links for "About", "Privacy", "Terms", and "Browsers", followed by the copyright notice "Copyright © 2021 Enverus".



Join Now

Click on “Join Now” tab, and then “Join Now” button



The screenshot displays the OpenInvoice website interface. At the top, the title "OpenInvoice" is centered. Below it, a navigation bar contains three links: "Sign In", "Join Now", and "Need Help?". The "Join Now" link is highlighted with a red circle. Below the navigation bar, a main content area is titled "Join Our Supplier Network". This section contains the following text: "Bring your business improved visibility, efficiency and cash flow by connecting with your customers.", "We invite you to join the thousands of suppliers already connected with their customers in OpenInvoice.", and "Recently or already joined? Contact our On-Ramping Team." At the bottom of this section, a green "Join Now" button is highlighted with a red circle. The footer of the page includes the links "About | Privacy | Terms | Browsers" and the copyright notice "Copyright © 2021 Enverus".

Company Details

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



OpenInvoice

Register to Become an OpenInvoice Supplier Company

i All OpenInvoice buyers/clients will be able to view the information you provide below. Additionally, they can enable you to submit

Bring your business improved visibility, efficiency and cash flow by connecting with your customers.

- Recently or already joined?
- Need a hand signing in?
- We invite you to join the thousands of suppliers already connected with their customers in OpenInvoice.

To initiate the registration process, please provide the information below as it appears on your invoices and other business documents.

← Your Company Name and Address

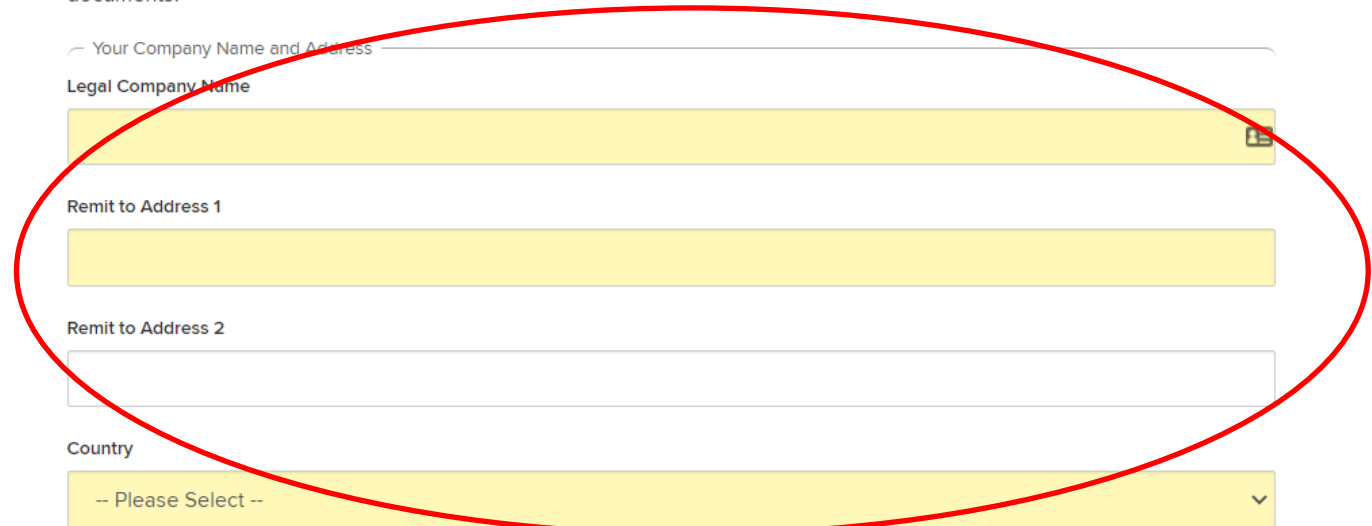
Legal Company Name

Remit to Address 1

Remit to Address 2

Country

-- Please Select --



Email Address

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

City

Zip/Postal Code

Main Phone

Email Address

Customer Information

Your Customer's Company Name

Next >>



Email Address

Enter "Gibson Energy" in the "Your Customer's Company Name" field and click on "Next".

State/Prov/Other

City

Zip/Postal Code

Main Phone

Email Address

Customer Information

Your Customer's Company Name

Gibson Energy|

Next >>



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

