

**Gibson Energy**  
**Invoice Submission Requirements**



These requirements are intended for suppliers that provide materials and/or services to Gibson Energy Inc. and its affiliated entities. It includes the details that suppliers are required to complete for submission of invoices for payment. **Completed invoices are submitted through Enverus OpenInvoice (www.Openinvoice.com).** Contact Enverus to set up your OpenInvoice account at [openinvoicesupport@enverus.com](mailto:openinvoicesupport@enverus.com) or 1-866-627-3287.

**Failure to comply with these invoice submission requirements may be subject to delays in processing and payment.**

**Invoice Information Requirements**

PDF copy of the invoice must contain this information unless otherwise noted as applicable.

Information	General Description	Required
Gibson Legal Entity	Full entity name. Refer to entity list.	Yes
Gibson Remit To Address	Address for entity. Refer to entity list.	Yes
Invoice Date	The invoice date from your accounts receivable system (do not enter the order or delivery date).	Yes
Invoice Number	The invoice number to match your accounts receivable system (do not include any spaces).	Yes
PO Number	<b>If a PO was issued for the work</b> , provide the PO number provided on the order.	As Applicable
PO Line Number	<b>If a PO was issued for the work</b> , provide the corresponding PO line number for the work being billed with corresponding quantity, unit of measure, unit price, extended price, currency, etc.	As Applicable
Holdback	<b>If a PO was issued for the work</b> , holdback needs to be shown on a separate line corresponding to the PO line number for the work and deducted from the total amount due.	As Applicable
Supplier Name	Full entity name.	Yes
Supplier Remit To Address	Supplier remittance address or EFT information.	Yes
Supplier Tax Number	GST/HST/PST** number for <b>Canadian suppliers.</b> Texas Identification Number/Federal Tax ID for <b>US suppliers.</b>	Yes

\*\*If the PO indicates PST, ensure that the invoice includes PST. PST applies to the supply of most goods and services in Saskatchewan. Suppliers must become licensed vendors under The Provincial Sales Tax Act (Saskatchewan) and must collect PST at the rate of 6% on the total contract price charged to their customers. PST must be indicated as a separate line item on supplier invoices. Invoices will not be paid unless PST is charged on all taxable goods and services or a Supplier's Clearance Certificate is provided to Gibson Energy.

**Gibson Energy Contacts**

Inquiry Type	Contact
Purchase Order Inquiries	Gibson Energy Buyer (Buyer contact found on first page of PO)
Payment Inquiry	accounts payable@gibsonenergy.com

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**Gibson Energy Entities**

Legal Entity Name	Remit-To Address
Gibson Energy Inc.	1700, 440 – 2 <sup>nd</sup> Avenue SW Calgary, AB T2P 5E9
Gibson Energy Infrastructure Partnership	
Moose Jaw Refinery Partnership	
Plato Services Partnership	
Hardisty Energy Terminal LP	
Gibson Energy Infrastructure LLC	Suite 3300 1201 Louisiana Street Houston, TX 77002
Taylor Transfer Services LLC	

**OpenInvoice Submission Instructions**

PDF copy of the invoice and any associated back-up **must match** and be attached to the OpenInvoice submission.

Header Field	Instruction
<b>Customer Name</b>	Select <b>Gibson Energy</b>
<b>Customer Site</b>	Select <b>Gibson Energy</b>
<b>Customer Department</b>	Select <b>Accounts Payable</b>
<b>Invoice Number</b>	Enter same invoice number as on the backup Invoice. Invoice numbers can only be used once in OpenInvoice.
<b>Invoice Type</b>	Defaults to Original Invoice.
<b>Invoice Date</b>	Change default date to match the backup Invoice date.
<b>Currency</b>	Select the correct currency from drop down. It must match the invoice backup.
<b>Description</b>	<p><b>If a PO was issued for the work</b>, leave as is with default.</p> <p><b>If <u>NO</u> PO was issued for the work</b>, enter the following:</p> <ul style="list-style-type: none"> <li>• Name of Gibson contact who requested the work</li> <li>• General description of the service/product supplied</li> <li>• Any other codes or info you have been asked to remit</li> </ul>
<b>PO #</b>	Confirm PO number matches PO number on the backup invoice.

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Header Field	Instruction
<b>For each applicable Line item:</b>	
Service Date From	Specify date
Service Date To	Specify date
Product/Service	Select the product/service from the list.
Description	<p><b>If a PO was issued for the work</b>, it populates automatically based on the product or service selected. Edit the description if the default value is generic.</p> <p><b>If <u>NO</u> PO was issued for the work</b>, enter description of product or service. Include Gibson contact who requested the work.</p>
Quantity	<p><b>If a PO was issued for the work</b>, it populates automatically from PO line. If this is a partial invoice, reduce the quantity to match the Invoice backup subtotal.</p> <p><b>If <u>NO</u> PO was issued for the work</b>, enter "1". If entering a credit, use "-" symbol in front of quantity.</p>
Units	<p><b>If a PO was issued for the work</b>, it populates automatically from PO line. Do not change.</p> <p><b>If <u>NO</u> PO was issued for the work</b>, leave blank.</p>
Rate	<p><b>If a PO was issued for the work</b>, it populates automatically from PO. Do not change. Contact the Buyer on the PO to revise the PO if rate needs to be changed.</p> <p><b>If <u>NO</u> PO was issued for the work</b>, enter invoice subtotal before tax.</p>
Discount	Enter percentage (if applicable).
Taxes	Select the applicable PST/GST/HST check box and enter tax % and amount if not tax exempt. It must match backup Invoice.
Subtotal	Subtotal is auto-calculated by OpenInvoice. Ensure this Subtotal matches the backup invoice.
<b>For Tax Line item:</b>	
US Tax	<p><b>If a PO was issued for the work</b>, enter US Tax amount against the separate US Taxes line item. Ensure taxes are NOT check marked.</p> <p><b>If <u>NO</u> PO was issued for the work</b>, select state/county/parish tax checkbox.</p>
<b>For Attachments:</b>	
Attachment	Single file containing backup invoice and supporting documentation such as tickets, packing slips, third party-invoices, milestone completion certificates, as applicable. <b>Backup Invoice must contain correct Gibson Entity and Remit-To Address.</b>