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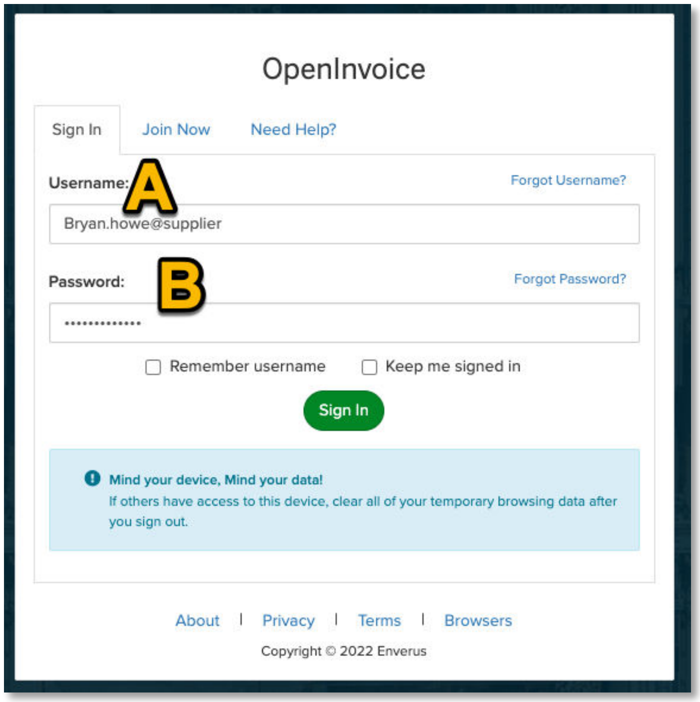
Initial Login

OpenInvoice URL: https://www.openinvoice.com/docp/public/OILogin.xhtml

You will need your username and password form initial account set up



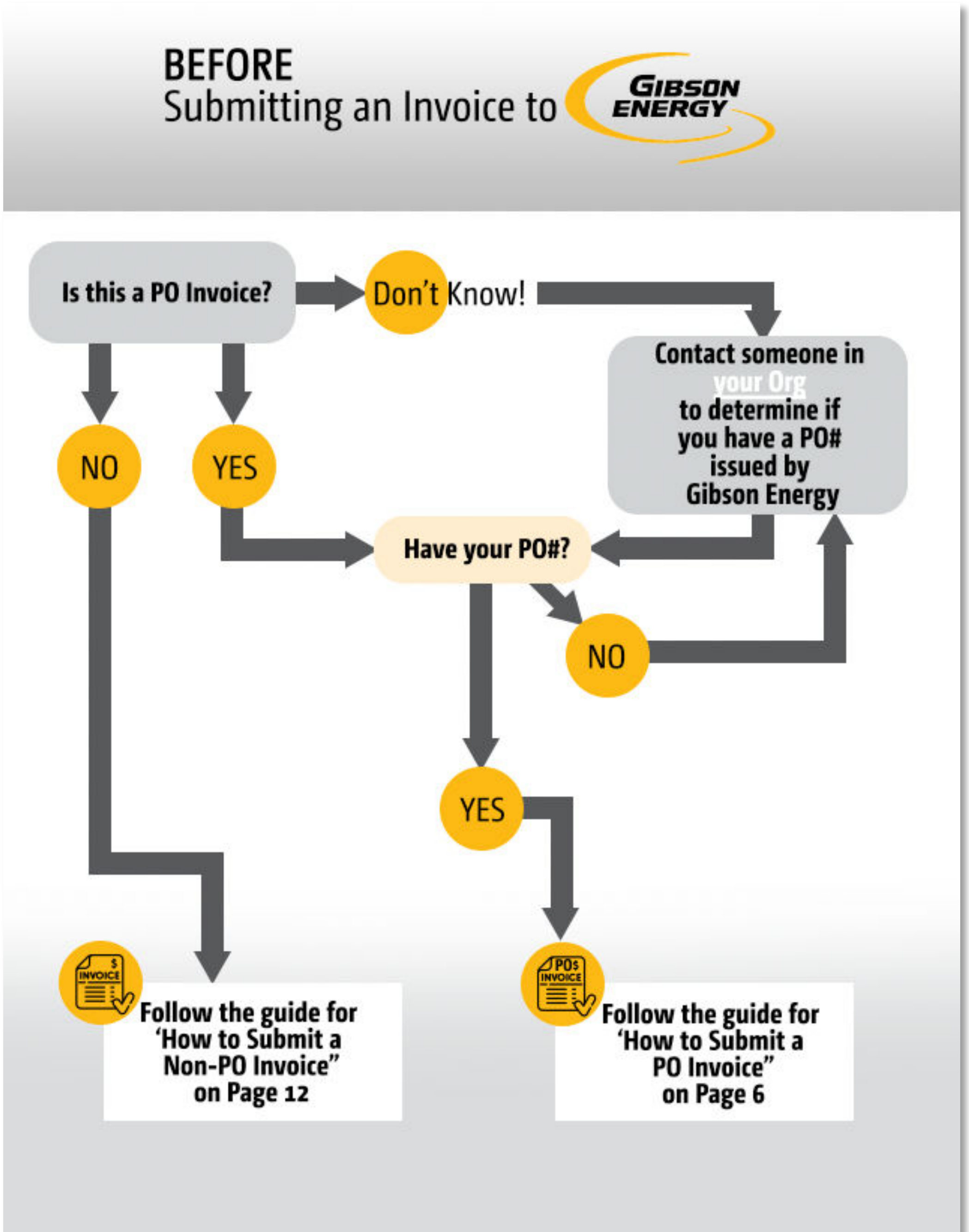
Fill in the fields as follows:

a. Username: would have been provided by Enervus at initial login. Typically in the format of 'john.smith@supplier'
b. Password: unique password you created at login

Before you Start

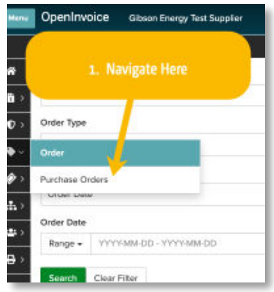
- Follow the basic decision path below. You MUST know if you are submitting a PO-Invoice, or non-PO invoice, as the instructions are different. Ensure you have an electronic copy (PDF) of your invoice before beginning this process, as it will be used for comparison and submission.

- For PO invoices: you MUST have a valid PO issued by Gibson Energy. This is typically administered by the Gibson Supply Chain group. Our Accounts Payable WILL NOT have this information.



Searching for a Purchase Order (PO#)

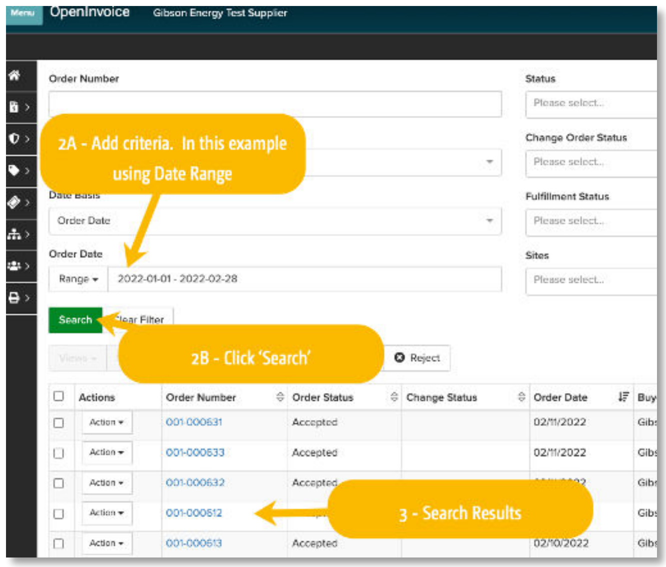
1- Navigate to the PO dashboard



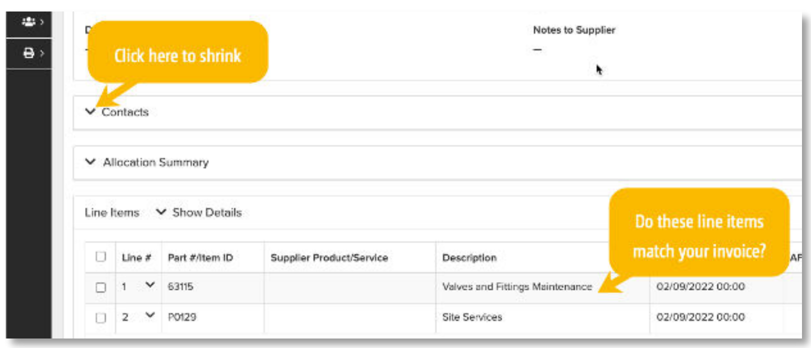
2A – Enter specific filters to narrow the search

2B - click the Search button.

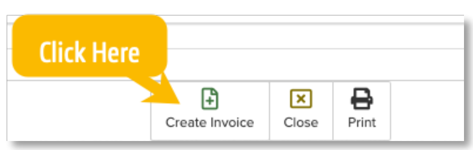
3 – Items within the criteria will populate on the lower half of the screen



4 – click on of the Order #s to pull up its details. Scroll to the bottom, or collapse the chevrons to view the lines



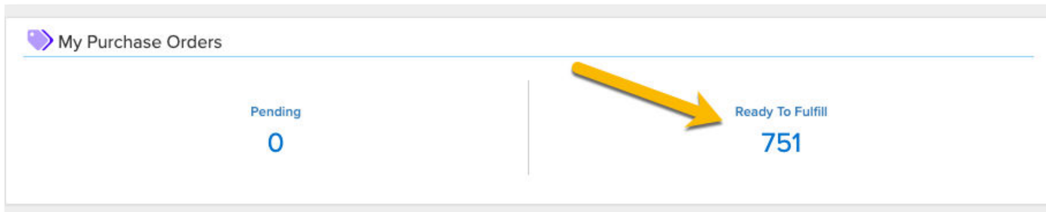
5 – Is this the correct PO? If NO, return to the Order page and search for a different Order. If YES, click "Create Invoice" at the bottom



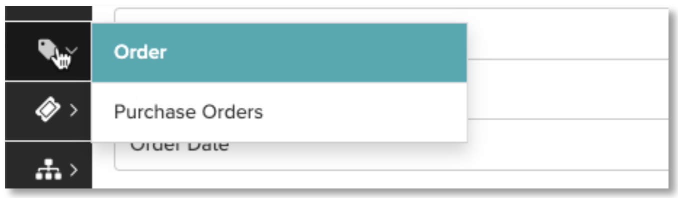
Submitting a PO Invoice

Step 1 – Finding a PO

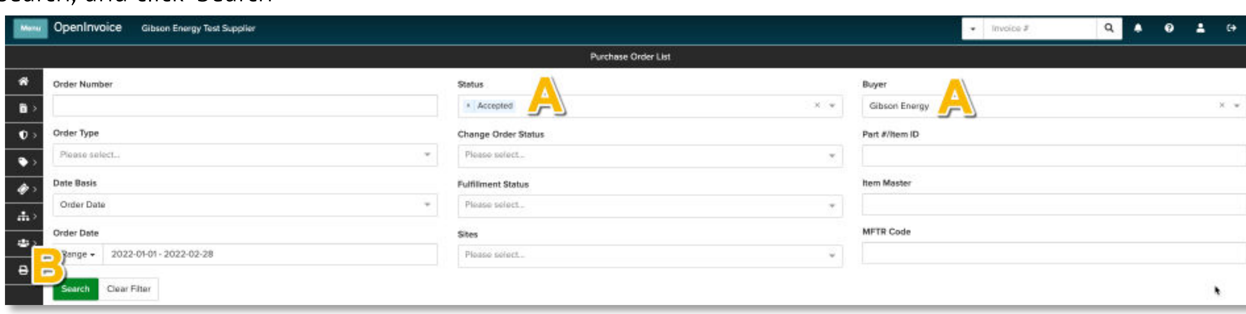
1. You can access your Purchase Orders in 2 ways:
   A. Click in on the links from the Home Screen under "My Purchase Orders"



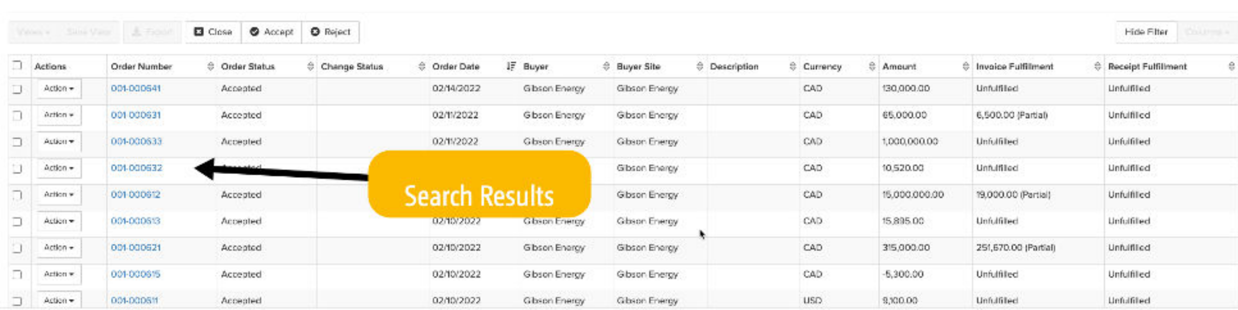
   B. From the quick navigation menu



2. In the Buyer dropdown, select Gibson Energy. Select any other pertinent filters to narrow the search, and click 'Search'



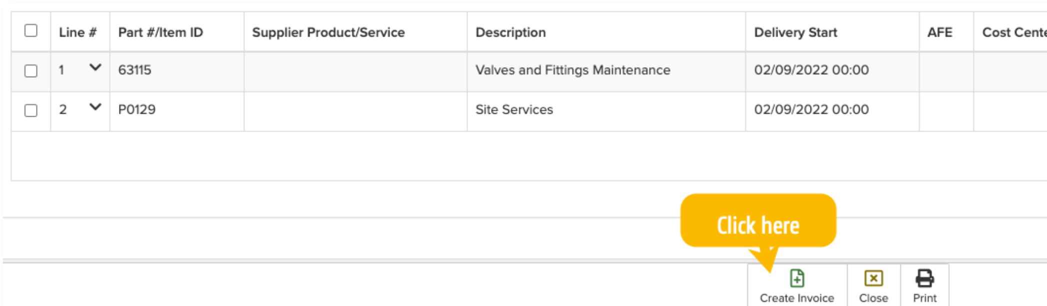
3. Find the PO you would like to invoice from the search results



Step 2 – Creating the PO-Invoice Header

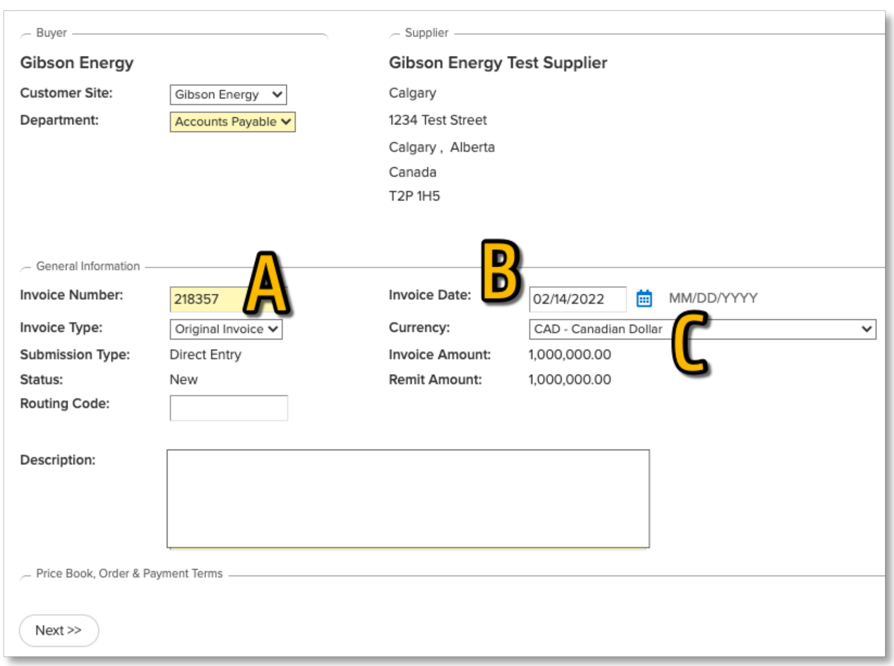
1. You can begin the creation process in 2 ways:
   A. From your Order Search results, by choosing "Create Invoice" from the Action drop down menu

   B. When inside the Order itself, at the bottom of the page and clicking "Create Invoice"



2. Enter the following information:
   a. Invoice Number = unique number on the invoice you are submitting
   b. Invoice Date = the date indicated on the Invoice, NOT the date you are submitting the invoice
   c. Currency

   Click Next>>

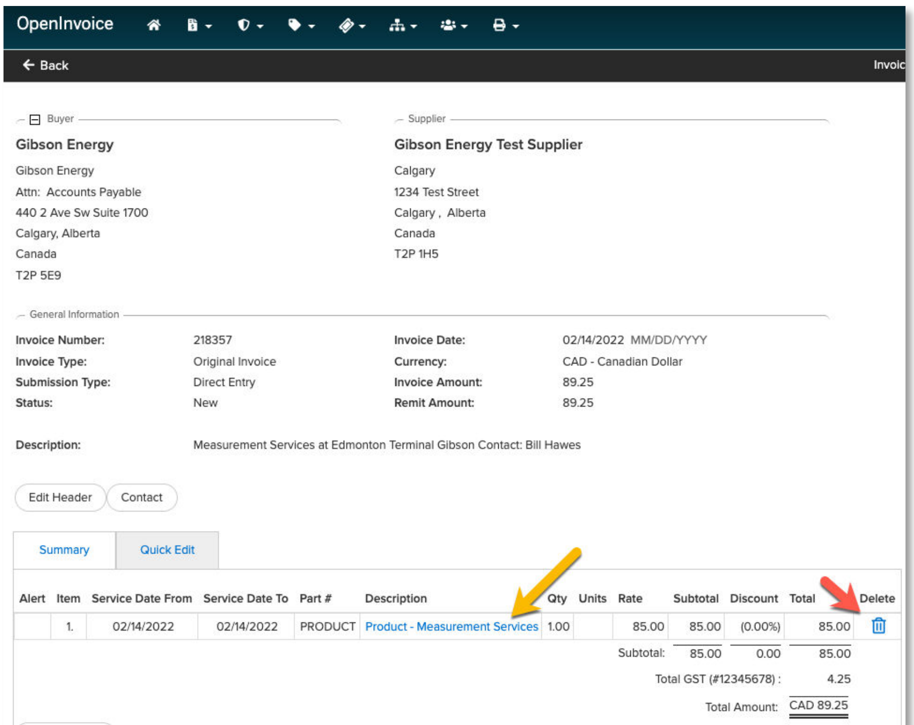


Step 3 – PO-Invoice Line Items

There may be error messages on the page.

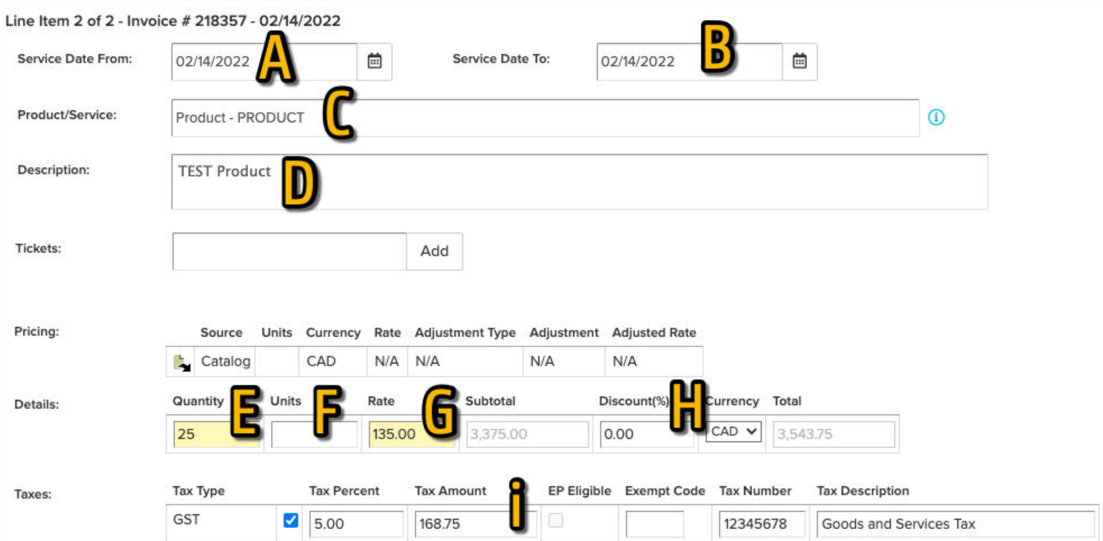
These will disappear once the line items are updated properly

1. Fill in the details for the line items by clicking on the link under "Description". Here you may also remove the line items clicking in the Trash can icon under "Delete".



The line items on this screen MUST match the line items on your backup invoice. Line items cannot be added or consolidated.

2. You must UPDATE each line item by clicking on the hyperlink (yellow arrow above). This brings you to the following page:



Enter the following mandatory information:

a. **Service Date From**

b. **Service Date To**

The service dates are the dates on which the service was rendered or product was delivered. The From field must be BEFORE the To fields. The To field must be on or before the invoice date

c. **Product or Service: Selectable based on the product catalog within OpenInvoice**

d. **Description: Free-form field. Please include a basic description of the Product or Service**

Details Section

Enter the number of units as outline in the Gibson Energy Purchase Order. Enter the rate per unit of each line item. Units should default to whatever was selected in the Product menu. However, units are case sensitive, and must match exactly. (Changing the **RATE** to a # higher than 1 or increasing the **QUANTITY** will cause errors. If you are partially invoicing, you can decrease the **QUANTITY** or **RATE** to match your invoice)

e. **Quantity:** Enter the quantity for the product or service rendered. If this is a credit item, put a Minus (-) in front of the quantity.

f. **Units:** DO NOT ALTER THIS FIELD. This item was set up based on the terms of the Purchase Order. Alteration will result in invoice rejection or errors

g. **Rate:** DO NOT ALTER THIS FIELD. This item was set up based on the terms of the Purchase Order. Alteration will result in invoice rejection or errors

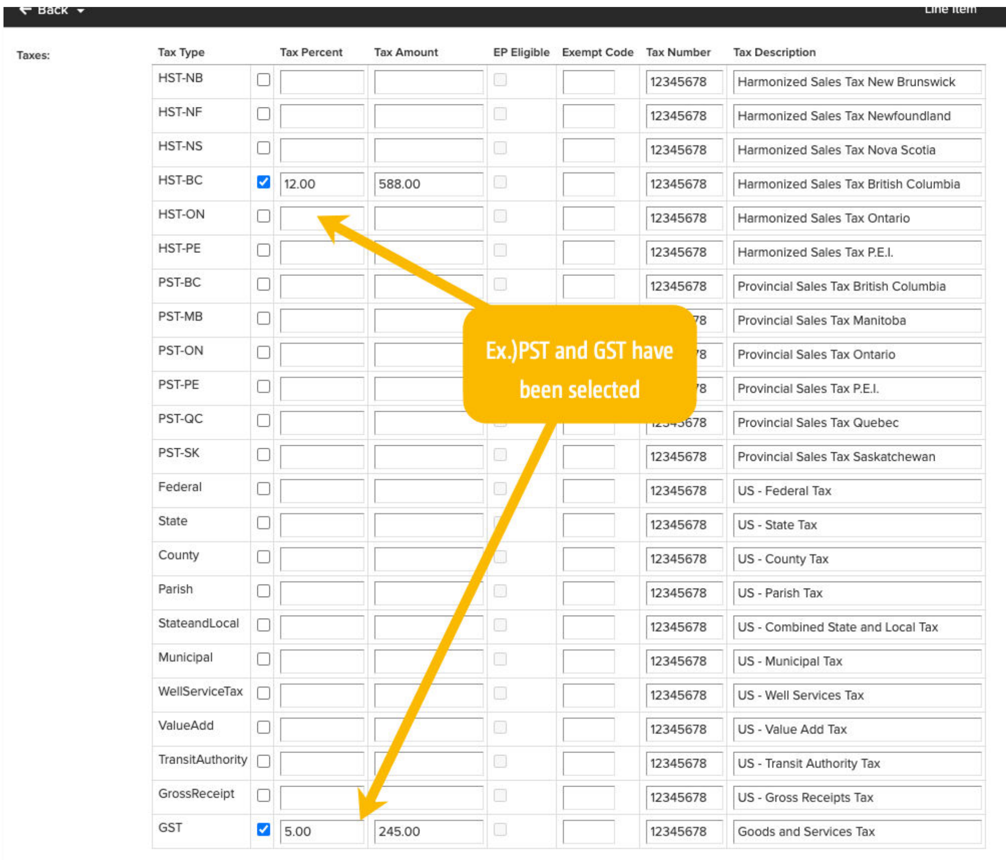
h. **Discount:** Enter the percentage (if applicable)

CONTINUED ON PAGE 10

i. **Taxes:**

For US invoices: There will be a separate line item for US Taxes (State/County/Parish/other). If it is missing, contact your Gibson rep, or someone in Gibson Energy Supply chain

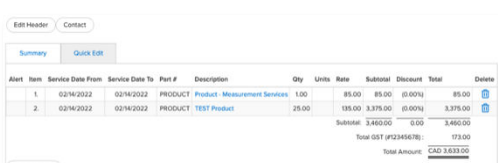
For CA Invoices: Add PST/HST and GST by clicking the applicable boxes on screen



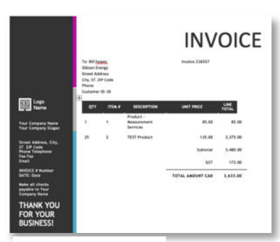
Tax Type		Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
HST-NB	☐			☐		12345678	Harmonized Sales Tax New Brunswick
HST-NF	☐			☐		12345678	Harmonized Sales Tax Newfoundland
HST-NS	☐			☐		12345678	Harmonized Sales Tax Nova Scotia
HST-BC	☑	12.00	588.00	☐		12345678	Harmonized Sales Tax British Columbia
HST-ON	☐			☐		12345678	Harmonized Sales Tax Ontario
HST-PE	☐			☐		12345678	Harmonized Sales Tax P.E.I.
PST-BC	☐			☐		12345678	Provincial Sales Tax British Columbia
PST-MB	☐					78	Provincial Sales Tax Manitoba
PST-ON	☐					8	Provincial Sales Tax Ontario
PST-PE	☐					8	Provincial Sales Tax P.E.I.
PST-QC	☐					5678	Provincial Sales Tax Quebec
PST-SK	☐			☐		12345678	Provincial Sales Tax Saskatchewan
Federal	☐			☐		12345678	US - Federal Tax
State	☐			☐		12345678	US - State Tax
County	☐			☐		12345678	US - County Tax
Parish	☐			☐		12345678	US - Parish Tax
StateandLocal	☐			☐		12345678	US - Combined State and Local Tax
Municipal	☐			☐		12345678	US - Municipal Tax
WellServiceTax	☐			☐		12345678	US - Well Services Tax
ValueAdd	☐			☐		12345678	US - Value Add Tax
TransitAuthority	☐			☐		12345678	US - Transit Authority Tax
GrossReceipt	☐			☐		12345678	US - Gross Receipts Tax
GST	☑	5.00	245.00	☐		12345678	Goods and Services Tax

Click "Next>>" to return to main Invoice screen

3. **Validate** the line items on this screen match the line items on your backup invoice. If the key information between the backup invoice and header and line item totals and taxes do not match, the invoice will be returned to you for correction.



OpenInvoice screen

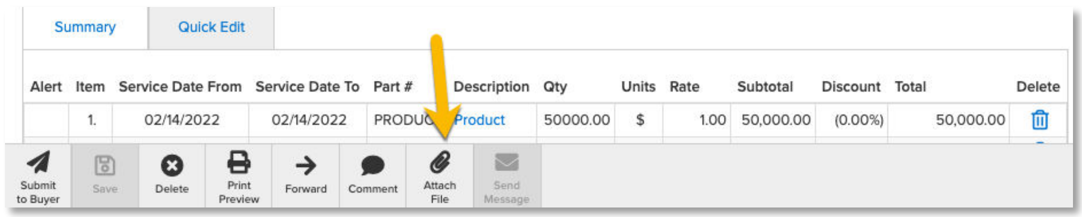


your invoice

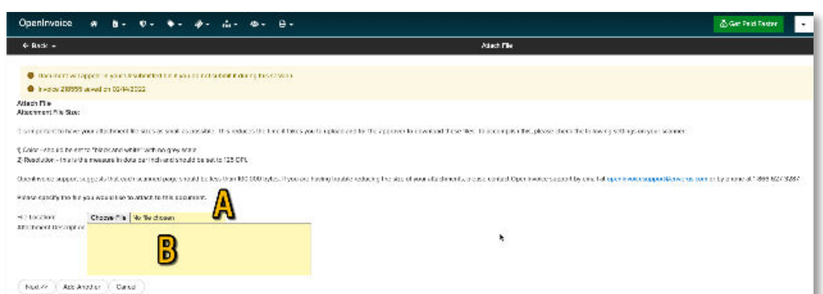
Step 4 – Attaching YOUR file

An attached PDF is mandatory for successful submission. It must contain a copy of your backup invoice and supporting documentation such as tickets, packing slips, third party-invoices, milestone completion certificates, as applicable. Multiple attachments can be submitted, but it must be clear which attachment is the backup invoice. Invoice will refer to one Gibson Legal entity, and must adhere to the "Supplier Invoice Requirements" guidelines.

1. Click the "Attach file" icon at the bottom of your invoice page:



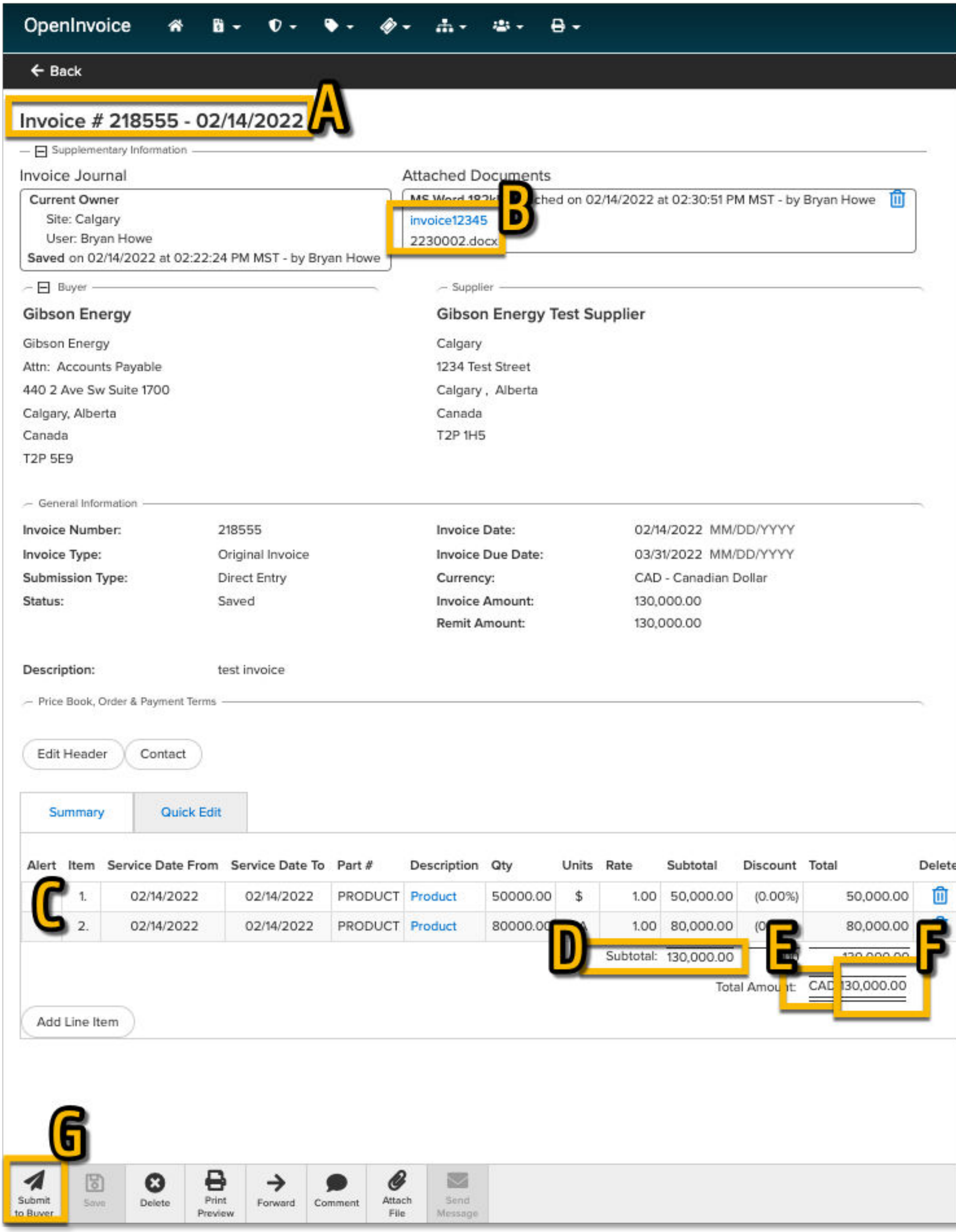
2. Enter the following mandatory information:
    a. Choose digital file from your computer **NOTE:** you can only attach files up to **9MB**
    b. Enter a description of the attachment (ex: Invoice 24513)
    c. Click Next>>



Step 5 – Review and Submit

The pending invoice will be shown on screen. Review all the details:

a. The invoice number and date
b. There is an attached copy of your invoice
c. Line items
d. Subtotal
e. Currency
f. Total
g. Click "Submit to Buyer"

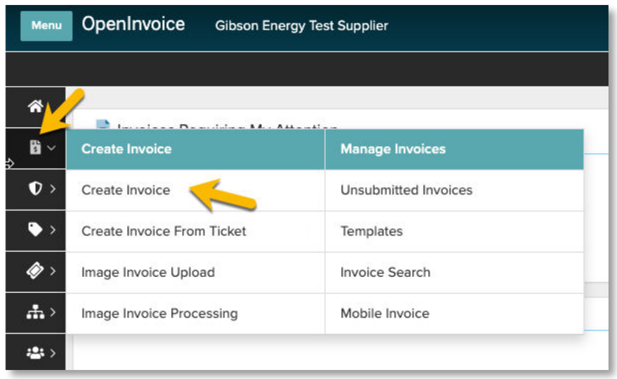


OpenInvoice
Back
Invoice # 218555 - 02/14/2022
A
Supplementary Information
Invoice Journal
Current Owner
Site: Calgary
User: Bryan Howe
Saved on 02/14/2022 at 02:22:24 PM MST - by Bryan Howe
Attached Documents
ched on 02/14/2022 at 02:30:51 PM MST - by Bryan Howe
invoice12345
2230002.docx
B
Buyer
Gibson Energy
Gibson Energy
Attn: Accounts Payable
440 2 Ave Sw Suite 1700
Calgary, Alberta
Canada
T2P 5E9
Supplier
Gibson Energy Test Supplier
Calgary
1234 Test Street
Calgary , Alberta
Canada
T2P 1H5
General Information
Invoice Number: 218555
Invoice Type: Original Invoice
Submission Type: Direct Entry
Status: Saved
Invoice Date: 02/14/2022 MM/DD/YYYY
Invoice Due Date: 03/31/2022 MM/DD/YYYY
Currency: CAD - Canadian Dollar
Invoice Amount: 130,000.00
Remit Amount: 130,000.00
Description: test invoice
Price Book, Order & Payment Terms
Edit Header
Contact
Summary
Quick Edit
Alert Item Service Date From Service Date To Part # Description Qty Units Rate Subtotal Discount Total Delete
1. 02/14/2022 02/14/2022 PRODUCT Product 50000.00 $ 1.00 50,000.00 (0.00%) 50,000.00
2. 02/14/2022 02/14/2022 PRODUCT Product 1.00 80,000.00 80,000.00
C
D
Subtotal: 130,000.00
E
F
Total Amou
CAD
Add Line Item
G
Submit to Buyer
Save
Delete
Print Preview
Forward
Comment
Attach File
Send Message

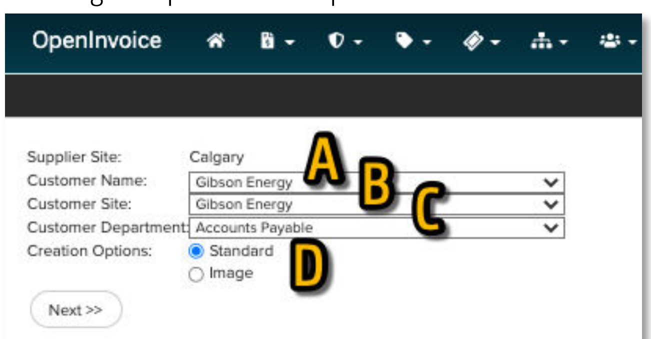
Submitting a non-PO invoice

Step 1 – Starting a new Invoice

Navigate to the OpenInvoice home page.
Click on the Invoice Icon and select "Create Invoice"



The OpenInvoice screen will change. Populate the dropdowns:

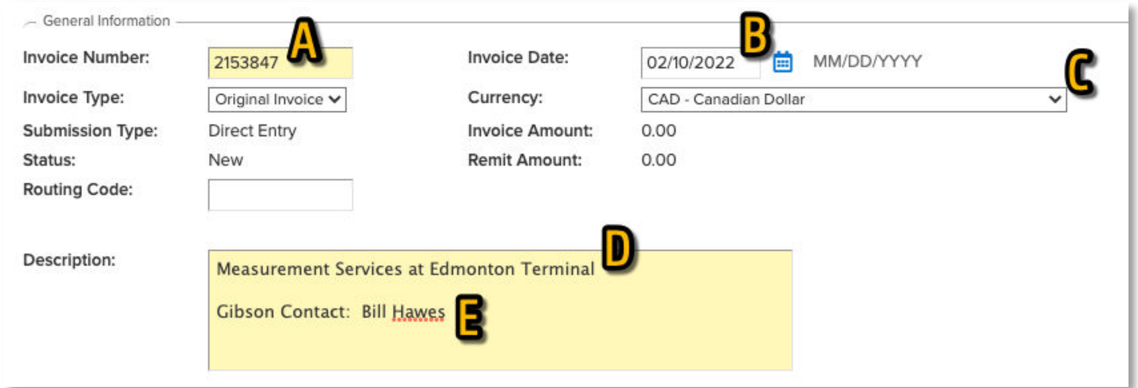


a. **Customer Name:** Select Gibson Energy
b. **Customer Site:** Select Gibson Energy
c. **Customer Department:** Select Accounts Payable
d. **Creation Options:** Choose "Standard"

Click "Next>>"

Step 2 – Creating the Invoice Header

Populate the following Mandatory information



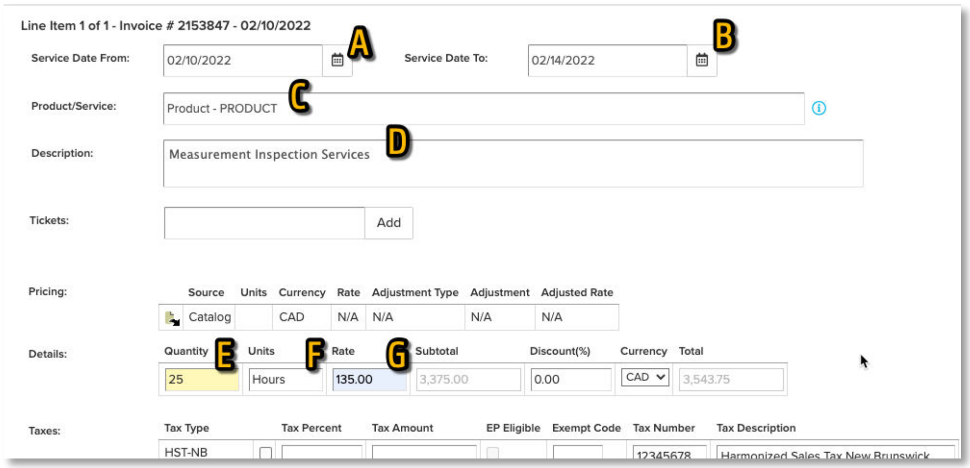
a. **Invoice Number:** the unique Invoice number on YOUR invoice
b. **Invoice Date:** this must be the same date on YOUR invoice, not the date which you are submitting
c. **Currency:** The currency must match YOUR invoice
d. **Brief Description:** A description of the product or work performed
e. **Gibson Contact:** your Gibson contact who requested the work

Click “Next>>”

Step 3 – Create Invoice Line item

Since this is a non-PO invoice, you can enter your invoice subtotal before tax. YOU DO NOT NEED TO ENTER line-by-line detail as this will be shown on your PDF invoice attachment.

1. Populate the following Mandatory information



a. **Service Date From**
b. **Service Date To**
   The service dates are the dates on which the service was rendered, or product was delivered. The **From** field date must be **BEFORE** the **To** field date. The **To** field date must be on or before the invoice date
c. **Product or Service**
d. **Description**

Since this is a non-PO invoice, you can enter your invoice subtotal before tax. YOU DO NOT NEED TO ENTER line-by-line detail as this will be shown on your PDF invoice attachment.

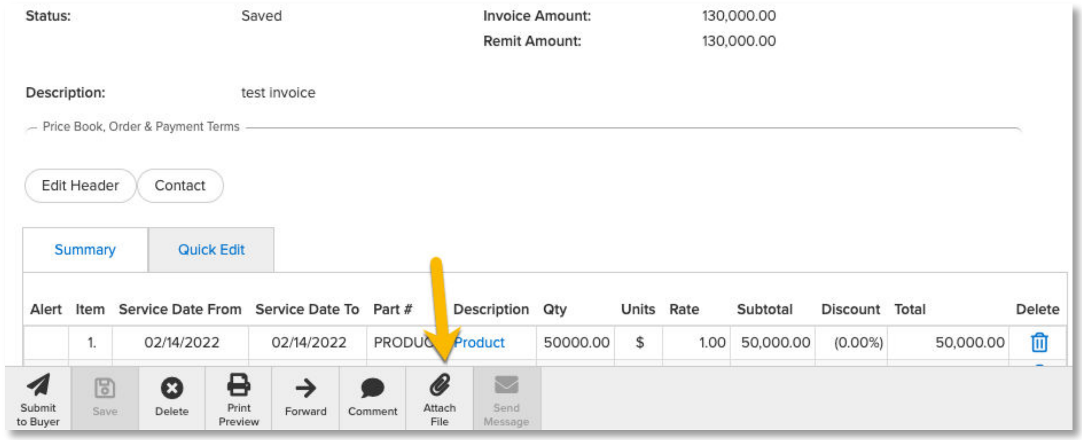
e. **Quantity:** Enter the quantity for the product or service rendered
f. **Units:** Enter the value to have OpenInvoice calculate the subtotal properly
g. **Rate:** Enter the value to have OpenInvoice calculate the subtotal properly
h. **Taxes:** Click on the appropriate taxes shown on your PDF invoice

Click “Next>>” to return to main Invoice screen

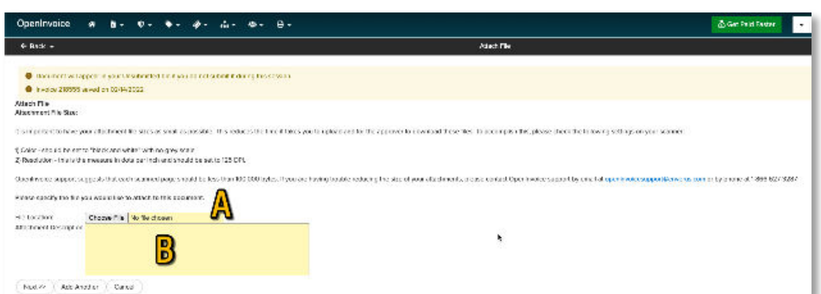
Step 4 – Attaching YOUR file

An attached PDF is mandatory for successful submission. It must contain a copy of your backup Invoice and supporting documentation such as tickets, packing slips, third party-invoices, milestone completion certificates, as applicable.

3. Click the "Attach file" icon at the bottom of your invoice page:

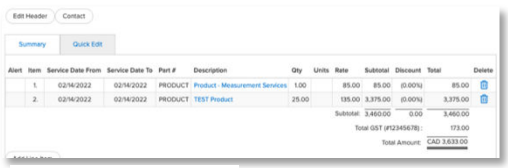


4. Enter the following mandatory information:
   a. Choose digital file from your computer **NOTE:** you can only attach files up to 9MB
   b. Enter a description of the attachment (ex: Invoice 24513)
   c. Click Next>>



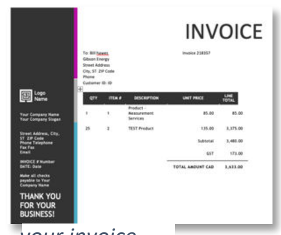
Step 5 – Validation

Validate the header and the line items on this screen match the line items on your invoice.
Compare all the items on the Header and Line Item sections in OpenInvoice to your PDF invoice.
If the key information between the backup invoice and header and Line Item totals and taxes do not match, the invoice will be returned to you for correction.



OpenInvoice screen

=

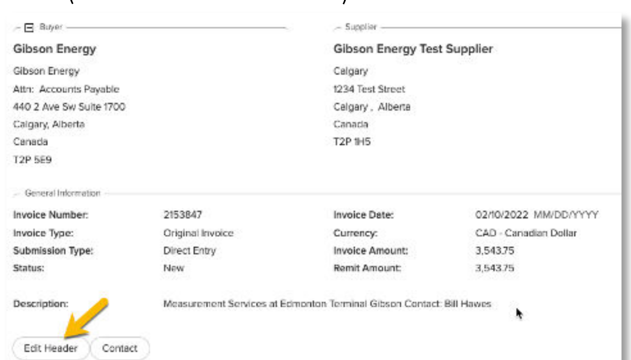


your invoice

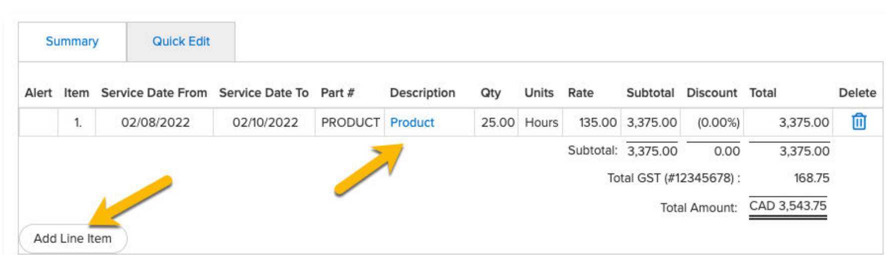
Items to check:

a. The invoice number and date
b. There is an attached copy of your invoice
c. Line item
d. Subtotal
e. Currency
f. Total
g. Click "Submit to Buyer"

To make changes to the Header (Invoice Number & Date) Click "Edit Header"

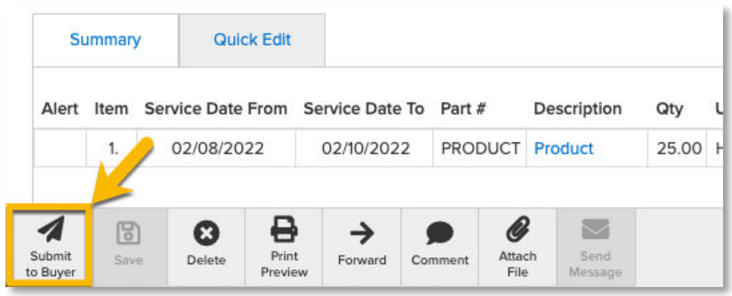


To make changes to line item and taxes, either click the Line Item Description, or "Add line Item"

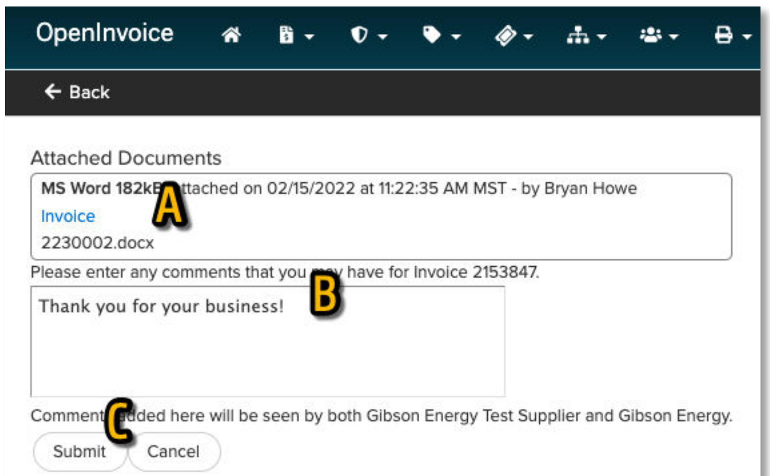


Step 6 – Submission

Click the "Submit to Buyer" button

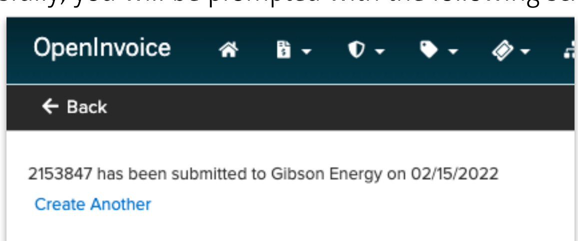


Complete the following items



a. Validate there is an attached PDF
b. Provide any other comments
c. Click "Submit"

If Invoice is submitted successfully, you will be prompted with the following screen:



FAQ – Frequently Asked Questions

Does OpenInvoice work if I am using a Mac?

Yes. OpenInvoice is a browser-based application and is system agnostic. Please use the recommended browsers. PC = Edge or Chrome. Mac = Safari or Chrome

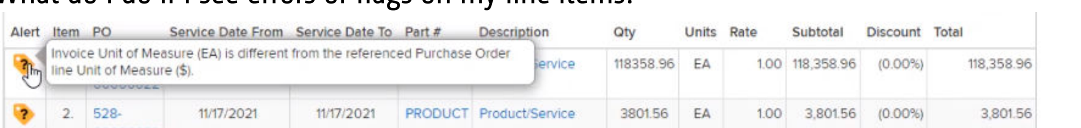
What do I do if I cannot find my Purchase Order (PO#) in OpenInvoice?

Determine within your organization if a PO was issued by Gibson. If your organisation does not have a Gibson PO, please contact your Gibson contact, or Gibson Supply Chain

What do I do if I cannot find my PO but I KNOW one was issued to my organization?

This could be due to a delay in set up in OpenInvoice, or Gibson Energy Supply Chain. Please contact your Gibson rep, or someone in Gibson Energy Supply chain

What do I do if I see errors or flags on my line items?



You can hover over the line item to see the error message, which is often as a result of the wrong Unit of Measure being used according to how the PO was set up, or the UoM was entered incorrectly (HRS instead or HOURS – the UoM is case sensitive!). Please correct the line item units and re-submit

Who do I contact if there are delays in payment?

A payment is only considered delayed if it is beyond the payment terms from date of submission. First, log in to OpenInvoice and determine if any of your invoices are REJECTED or ERROR status. If the invoice was submitted successfully and does not show an error in the system, please contact AccountsPayable@gibsonenergy.com

My OpenInvoice Account seems to be locked. What do I do?

Gibson Energy cannot reset your password or manage your account. Please contact Enverus directly at openinvoicesupport@enverus.com. Or call 1-866-627-3287