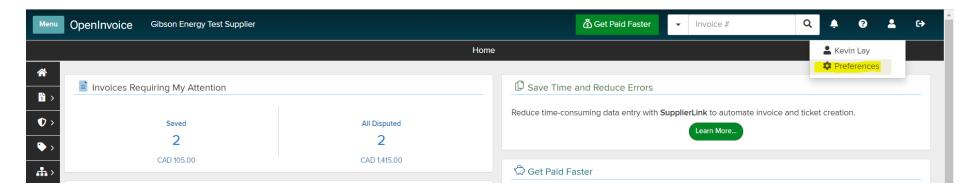


OPENINVOICE ACCOUNT PURCHASE ORDER CONFIGURATION

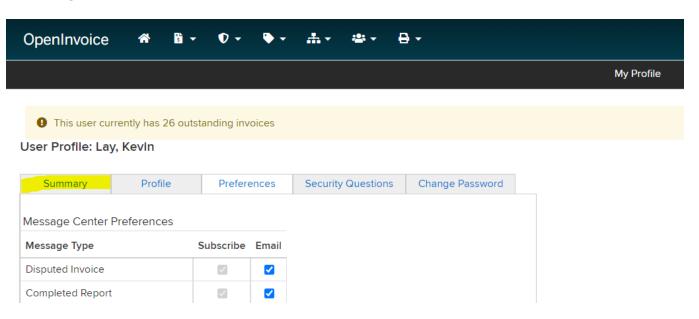


How to configure OpenInvoice accounts for Purchase Orders:

1) Log into your OpenInvoice account and go to your preferences:



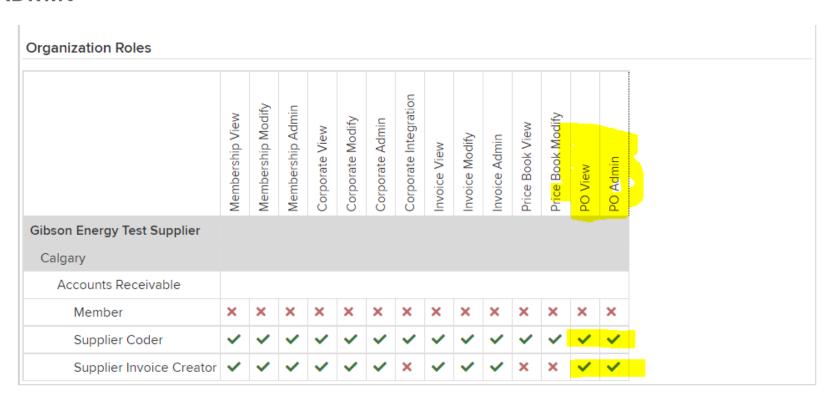
2) Click on summary:





How to configure OpenInvoice accounts for Purchase Orders:

3) Check that you have the following boxes checked for at least one role – PO VIEW & PO ADMIN



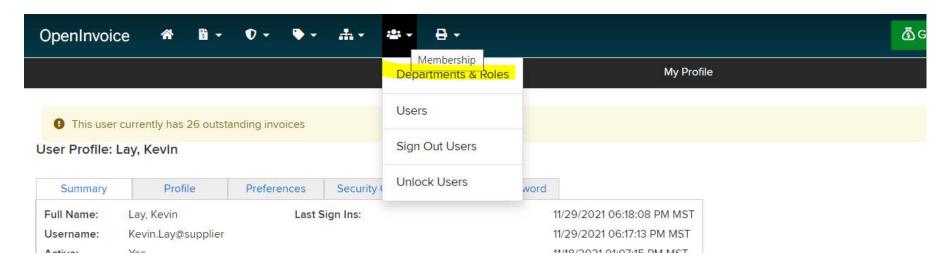
4) If you DO have these checked and you still cannot see the PO you are looking for, please contact the person at Gibson Energy who requested the work.

If you DO NOT have these checked, then please proceed to step 5.

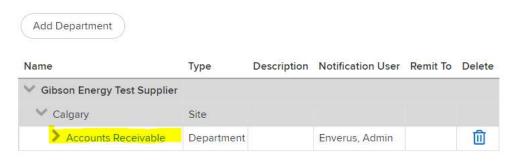


How to configure OpenInvoice accounts for Purchase Orders:

- 5) Please navigate to the Departments & Roles section.
- **If you DO NOT see this section, it is because you have insufficient access and you will need to contact your company OI admin or the Enverus help line.



6) Click on the department you below to, or if unsure, click them all



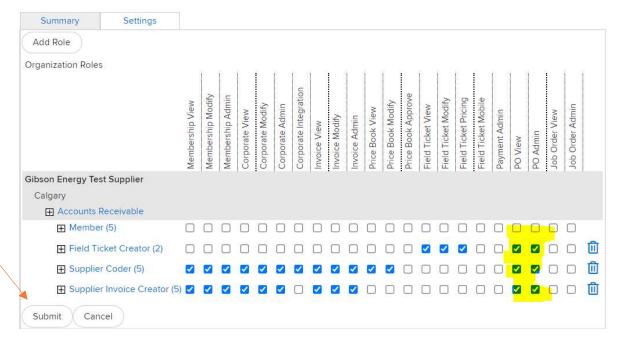


How to configure OpenInvoice accounts for Purchase Orders:

7) Click on Settings



8) Check the PO VIEW and PO ADMIN roles for all relevant roles and click SUBMIT





How to configure OpenInvoice accounts for Purchase Orders:

9) You should now be able to see this section on your dashboard when you login

