



OPEN INVOICE SUPPLIER QUICK REFERENCE GUIDE NON-PO INVOICES





OPEN INVOICE SUPPLIER QRG (NON-PO)

Initial Login

Open invoice URL: <https://www.openinvoice.com/docp/public/OILogin.xhtml>

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

Fill in the field as follows:

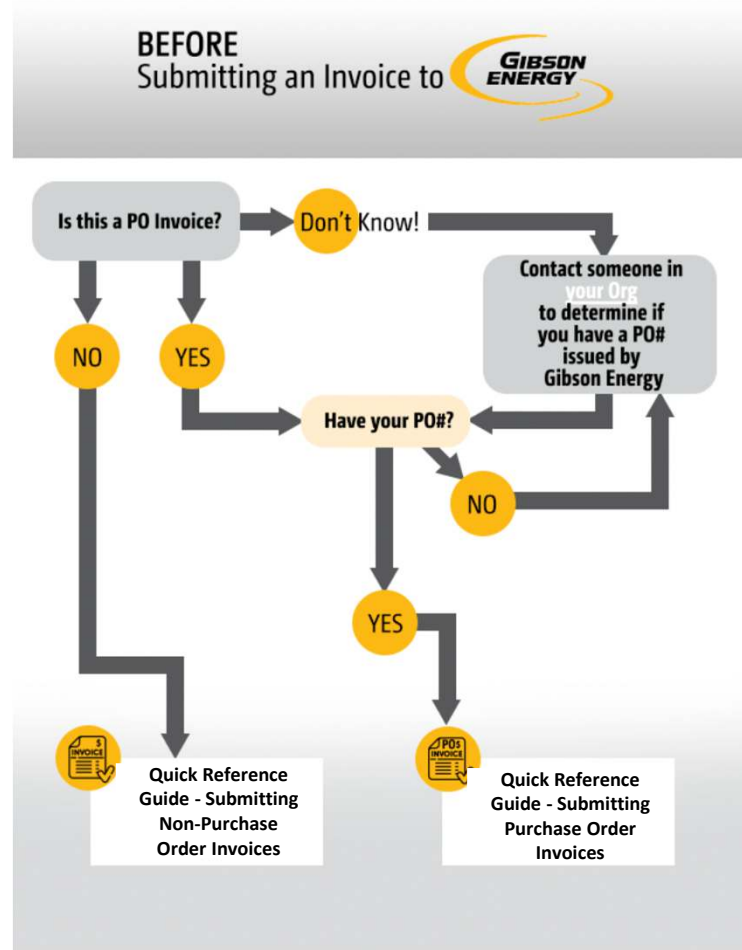
- A. Username: would have been provided by Enverus at initial login. Typically, in the format of 'john.smith@supplier'
- B. Password: unique password you created at login



OPEN INVOICE SUPPLIER QRG (NON-PO)

Before You Start

- Follow the basic decision path below. You **MUST** know if you are submitting a Purchase Order (PO) invoice or non-PO invoice, as their respective instructions differ. 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.





OPEN INVOICE SUPPLIER QRG (NON-PO)

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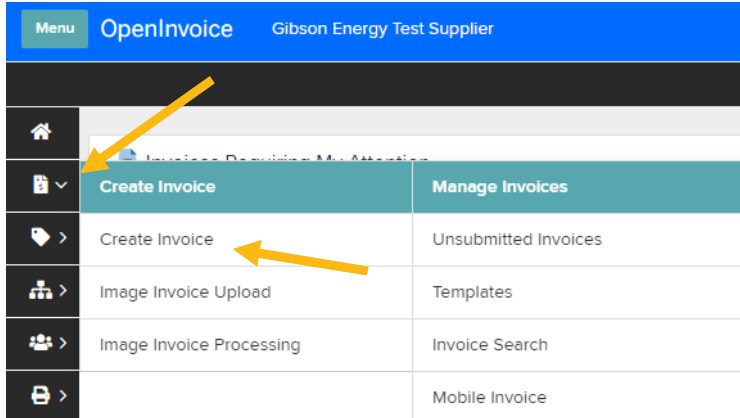


OPEN INVOICE SUPPLIER QRG (NON-PO)

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”
- E. Click “Next>>”**

Supplier Site: Calgary

Customer Name: **A** Gibson Energy

Customer Site: **B** Gibson Energy

Customer Department: **C** Accounts Payable

Creation Options: **D** Standard - Available Templates Image

Next >>



OPEN INVOICE SUPPLIER QRG (NON PO)

Submitting a Non-PO invoice

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 submission date
- 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)
- F. **Click “Next>>”**



OPEN INVOICE SUPPLIER QRG (NON-PO)

Submitting a Non-PO invoice

Step 2 – Creating the Invoice Header

Populate the mandatory information

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: 1234 **A** Invoice Date: 06/14/2023 **B** MM/DD/YYYY
Invoice Type: Original Invoice **A** Currency: CAD - Canadian Dollar **C**
Submission Type: Direct Entry Invoice Amount: 0.00
Status: New Remit Amount: 0.00
Routing Code:

Description: Measurement Services at Edmonton Terminal **D**
Gibson contact: XXXX **E**

Next >>

Summary Quick Edit

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total
									0.00	0.00	0.00
									Total Amount:		<u>CAD 0.00</u>



OPEN INVOICE SUPPLIER QRG (NON-PO)

Submitting a Non-PO invoice

Step 3 – Create Invoice Line Item

Click “Add Line Item”

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
									0.00	0.00	0.00	

Total Amount: CAD 0.00

Add Line Item

Please 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 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

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 GST and PST and fill in as applicable. All other taxes should be included in your total

2. Click “Next>>” to return to the main invoice screen



OPEN INVOICE SUPPLIER QRG (NON-PO)

Submitting a Non-PO invoice

Step 3 – Create Invoice Line Item

Please 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.

Line Item 1 of 1 - Invoice # 12345 - 06/14/2023

Service Date From: **A** Service Date To: **B**

Product/Service: **C** **i**

Description: **D**

Tickets:

Pricing:

Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
Catalog		CAD	N/A	N/A	N/A	N/A

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
E 25	Hours	F 135 G	3,375.00	0.00	CAD	3,375.00

Taxes:

Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
GST H	<input checked="" type="checkbox"/> 5.00	168.75	<input type="checkbox"/>		12345678	Goods and Services Tax



OPEN INVOICE SUPPLIER QRG (NON-PO)

Submitting a Non-PO invoice

Step 4 – Attaching YOUR invoice

An attached PDF is mandatory for successful submission.

- It must contain a copy of your invoice and supporting documentation (e.g., 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 invoice.
- The 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:

The screenshot shows an invoice summary table with columns: Alert, Item, Service Date From, Service Date To, Part #, Description, Qty, Units, Rate, Subtotal, Discount, Total, and Delete. The table contains two line items. Below the table, there are summary rows for Subtotal, Total GST, and Total Amount. At the bottom of the page, there is a toolbar with icons for Submit to Buyer, Save, Delete, Print Preview, Forward, Comment, Attach File, and Send Message. A yellow arrow points to the Attach File icon.

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
	1.	06/01/2023	06/01/2023	PRODUCT	Product	998000.00	\$	1.00	998,000.00	(0.00%)	998,000.00		
	2.	06/01/2023	06/01/2023	PRODUCT	Product	1998000.00	\$	1.00	1,998,000.00	(0.00%)	1,998,000.00		
									Subtotal:	2,996,000.00	0.00	2,996,000.00	
									Total GST (#12345678):			149,800.00	
									Total Amount:			<u>USD 3,145,800.00</u>	

The screenshot shows a file attachment dialog box with the following elements:

- Text: "Please specify the file you would like to attach to this document."
- File Location: A text input field with a "Choose File" button and "No file chosen" text. Label A points to the "Choose File" button.
- Attachment Description: A large text input field. Label B points to this field.
- Buttons: "Next >>", "Add Another", and "Cancel".

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>>



OPEN INVOICE SUPPLIER QRG (NON-PO)

Submitting a Non-PO invoice

Step 5 – Validation

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

Review the submission checklist:

- The invoice number and date
- There is an attached copy of your invoice
- Line items
- Subtotal
- Currency
- Total
- Click “Save”
- Click “Submit to Buyer”

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:	1234	<input checked="" type="checkbox"/>	Invoice Date:	06/13/2023	<input checked="" type="checkbox"/>
Invoice Type:	Original Invoice		Invoice Due Date:	07/28/2023	<input checked="" type="checkbox"/>
Submission Type:	Direct Entry		Currency:	USD - U.S. Dollar	<input checked="" type="checkbox"/>
Status:	Saved		Invoice Amount:	3,145,800.00	
			Remit Amount:	3,145,800.00	

Description: TEST

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	
<input checked="" type="checkbox"/>	1.	06/01/2023	06/01/2023	PRODUCT	Product	998000.00	\$	1.00	998,000.00	(0.00%)	998,000.00	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2.	06/01/2023	06/01/2023	PRODUCT	Product	1998000.00	\$	1.00	1,998,000.00	(0.00%)	1,998,000.00	<input type="checkbox"/>	
									Subtotal:	2,996,000.00	0.00	2,996,000.00	<input checked="" type="checkbox"/>
											Total GST (#12345678) :	149,800.00	
											Total Amount:	USD 3,145,800.00	<input checked="" type="checkbox"/>

Add Line Item

Submit to Buyer
Save
Delete
Print Preview
Forward
Comment
Attach File
Send Message



OPEN INVOICE SUPPLIER QRG (NON-PO)

Submitting a Non-PO invoice

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”

Attached Documents

PDF 258kB attached on 06/14/2023 at 08:41:15 AM MDT - by Carla Watters
Invoice 12345 **A**
TESTINVOICE.pdf

Please enter any comments that you may have for Invoice 12345.

B

Comments added here will be seen by both Gibson Energy Test Supplier and Gibson Energy.

Submit **C** Cancel

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

12345 has been submitted to Gibson Energy on 06/14/2023

[Create Another](#)