



OPEN INVOICE SUPPLIER QUICK REFERENCE GUIDE PO INVOICES





OPEN INVOICE SUPPLIER QRG (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

OpenInvoice

Sign In | Join Now

Username: **A** [Forgot Username?](#)

Password: **B** [Forgot Password?](#)

Remember username

Sign In

! Mind your device, Mind your data!
If others have access to this device, clear all of your temporary browsing data after you sign out.

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Fill in the field as follows:

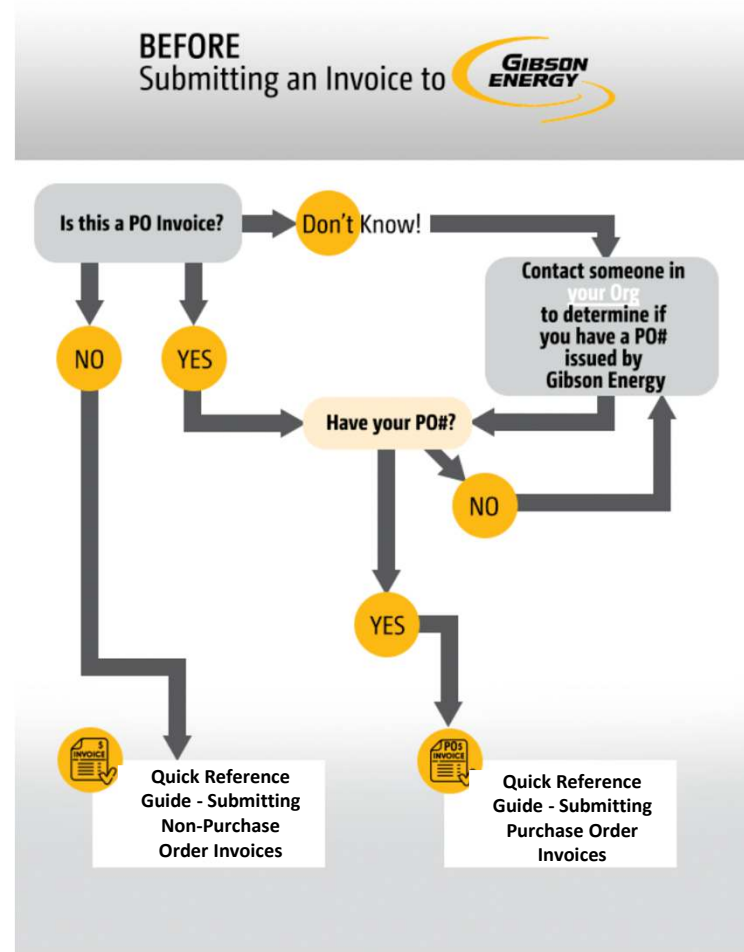
- A. Username: would have been provided by Enverus at initial login. Typically, in the format of 'john.smith@supplier'
- B. Password: unique password you created at login



OPEN INVOICE SUPPLIER QRG (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 (PO)

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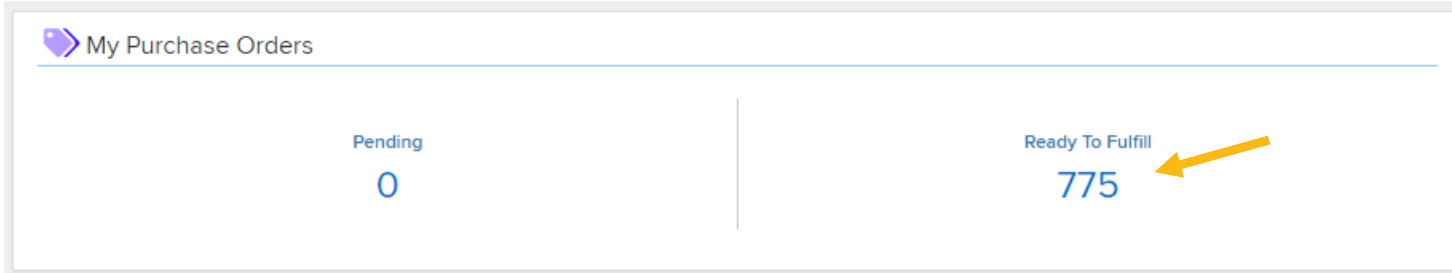


OPEN INVOICE SUPPLIER QRG (PO)

Submitting a PO invoice

Step 1 – Finding a PO

You can access your Purchase Orders by clicking on the home screen under “My Purchase Orders”



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

The screenshot shows the search filters and results table. The filters include Order Number, Order Type, Date Basis, Order Date, Status (set to Accepted), Change Order Status, Fulfillment Status, Sites, Buyer (set to Gibson Energy), Supplier Part #/Item ID, Item Master, and Manufacturer Code. A yellow arrow points to the Status dropdown, and another points to the Buyer dropdown. The Order Date field has a date range selected. The Search button is highlighted in green. Below the filters are buttons for Views, Save View, Export, Close, and Reject. The results table is shown below.

Actions	Purchase #	Order Status	Change Status	Order Date	Buyer	Buyer Site	Description	Currency	Amount	Invoice Fulfillment	Receipt Fulfillment
Action	001-003147	Accepted		02/18/2022	Gibson Energy	Gibson Energy		CAD	3,000,000.00	2,000.00 (Partial)	Unfulfilled
Action	001-003148	Accepted		02/18/2022	Gibson Energy	Gibson Energy		USD	3,000,000.00	2,000.00 (Partial)	Unfulfilled
Action	001-003142	Accepted		02/17/2022	Gibson Energy	Gibson Energy		CAD	3,000,000.00	6,000.00 (Partial)	Unfulfilled
Action	001-003145	Accepted		02/17/2022	Gibson Energy	Gibson Energy		USD	3,000,000.00	2,000.00 (Partial)	Unfulfilled
Action	001-003144	Accepted		02/17/2022	Gibson Energy	Gibson Energy		CAD	3,000,000.00	2,700.00 (Partial)	Unfulfilled
Action	001-003143	Accepted		02/17/2022	Gibson Energy	Gibson Energy		USD	3,000,000.00	4,000.00 (Partial)	Unfulfilled



OPEN INVOICE SUPPLIER QRG (PO)

Submitting a PO invoice

Step 1 – Finding a PO

Find the PO you would like to invoice from the search results and click on “Actions” dropdown, then choose “Create Invoice”.

<input type="checkbox"/>	Actions	Purchase #	Order Status	Change Status	Order Date	Buyer	Buyer Site	Description	Currency	Amount	Invoice Fulfillment	Receipt Fulfillment
<input type="checkbox"/>	Action ▾	001-003274	Accepted		06/07/2022	Gibson Energy	Gibson Energy	APC Smart-UPS for Sexsmith	CAD	7,210.75	7,210.75 (Full)	Unfulfilled
<input type="checkbox"/>	Action ▾	001-003148	Accepted		02/18/2022	Gibson Energy	Gibson Energy		USD	3,000,000.00	3,000,000.00 (Full)	Unfulfilled
<input type="checkbox"/>	Action ▾	001-003147	Accepted		02/18/2022	Gibson Energy	Gibson Energy		CAD	3,000,000.00	3,780.84 (Partial)	Unfulfilled
<input type="checkbox"/>	Action ▾	001-003143	Accepted		02/17/2022	Gibson Energy	Gibson Energy		USD	3,000,000.00	3,000,000.00 (Full)	Unfulfilled
<input type="checkbox"/>	Create Invoice	001-003144	Accepted		02/17/2022	Gibson Energy	Gibson Energy		CAD	3,000,000.00	2,700.00 (Partial)	Unfulfilled
<input type="checkbox"/>	Action ▾	001-003142	Accepted		02/17/2022	Gibson Energy	Gibson Energy		CAD	3,000,000.00	6,000.00 (Partial)	Unfulfilled
<input type="checkbox"/>	Action ▾	001-003145	Accepted		02/17/2022	Gibson Energy	Gibson Energy		USD	3,000,000.00	2,000.00 (Partial)	Unfulfilled



OPEN INVOICE SUPPLIER QRG (PO)

Submitting a PO invoice

Step 2 – Creating the PO invoice header

1. 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
- D. Description

2. Click 'NEXT'

Buyer: Gibson Energy
Customer Site: Gibson Energy
Department: Accounts Payable

Supplier: Gibson Energy Test Supplier
Calgary
1234 Test Street
Calgary, Alberta
Canada
T2P 1H5

General Information

Invoice Number: 1234 (A)
Invoice Date: 06/13/2023 (B)
Invoice Type: Original Invoice
Submission Type: Direct Entry
Status: New
Routing Code:

Currency: CAD - Canadian Dollar (C)
Invoice Amount: 2,996,000.00
Remit Amount: 2,996,000.00

Description: (D)
Costs for land project

Price Book, Order & Payment Terms

Next >>

Summary Quick Edit

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	
	1.				Landfill - Trucking Costs	998000.00	\$	1.00	998,000.00	(0.00%)	998,000.00	
	2.				Environmental Remediation Expense	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



OPEN INVOICE SUPPLIER QRG (PO)

Submitting a PO invoice

Step 3 – PO invoice line items

There may be error messages on the page. These will disappear once the line items are updated properly.

The following errors were detected:

- ✘ There are problems with the data in the highlighted line items. Please open the line items to correct any issues.
- ✘ Lines 1,2: Quick Edit has been disabled because the product/service has not been resolved.

- Fill in the details for the line items by clicking on the link under 'Description'. Here you may also remove the line items by clicking on the trash can icon under 'Delete'.

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 Invoice Date: 06/13/2023 MM/DD/YYYY
 Invoice Type: Original Invoice Currency: USD - U.S. Dollar
 Submission Type: Direct Entry Invoice Amount: 2,996,000.00
 Status: New Remit Amount: 2,996,000.00

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	
	1.				Landfill - Trucking Costs	998000.00	\$	1.00	998,000.00	(0.00%)	998,000.00		
	2.				Environmental Remediation Expense	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 Amount:	<u>USD 2,996,000.00</u>			

Add Line Item



OPEN INVOICE SUPPLIER QRG (PO)

Submitting a PO invoice

Step 3 – PO invoice line items

Enter the following mandatory information:

- A. Service Date From**
- B. Service Date To**
- 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
- 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. Taxes:**
 - **For US invoices:** There will be a separate line item on the PO for US taxes (State/County/Parish/Other). If it is missing, please contact your Gibson rep or someone in Gibson Energy Supply Chain.

GST		<input checked="" type="checkbox"/>	5.00	49900.00	<input type="checkbox"/>		12345678	Goods and Services Tax
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Click “Next>>” to return to main invoice screen



OPEN INVOICE SUPPLIER QRG (PO)

Submitting a PO invoice

Step 3 – PO invoice line items

The line items on this screen MUST match the line items on your invoice backup. 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:

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

Product/Service: **C**

Description: **D**

Tickets:

Pricing:

	Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
	PO	\$	USD	1.00	N/A	N/A	N/A
	Catalog		CAD	N/A	N/A	N/A	N/A

Details:

	Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
E	998000.00	\$	1.00	998,000.00	0.0	USD	998,000.00

F **G**

***DO NOT CHANGE UNITS (F) OR RATE (G)**



OPEN INVOICE SUPPLIER QRG (PO)

Submitting a 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 is a summary section with Subtotal: 2,996,000.00, Total GST (#12345678): 149,800.00, and Total Amount: USD 3,145,800.00. 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.

Please specify the file you would like to attach to this document.

File Location:

A

Choose File No file chosen

Attachment Description:

B

Next >>

Add Another

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 (PO)

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

Description: TEST

Price Book, Order & Payment Terms

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="button" value="Delete"/>	
	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="button" value="Delete"/>	
									Subtotal:	2,996,000.00	0.00	2,996,000.00	<input checked="" type="checkbox"/>
											Total GST (#12345678):	149,800.00	
											Total Amount:	<u>USD 3,145,800.00</u>	<input checked="" type="checkbox"/>



OPEN INVOICE SUPPLIER QRG (PO)

Submitting a 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
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 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](#)



OPEN INVOICE SUPPLIER QRG (PO)

Troubleshooting a PO invoice with a Red Alert

Step 7 – Troubleshooting – Red Alert

If you receive the following error message, please follow the steps below

i Cannot submit invoice with red Purchase Order compliance alerts. Please review the alert condition and make the necessary corrections.

1. Click on “Quick Edit” to see the details of the “**red purchase order compliance alert**”

Invoice Number: TESTCW Invoice Date: 08/01/2023 MM/DD/YYYY
Invoice Type: Original Invoice Invoice Due Date: 09/15/2023 MM/DD/YYYY
Submission Type: Direct Entry Currency: USD - U.S. Dollar
Status: Saved Invoice Amount: 9.00
Remit Amount: 9.00

Description: Testing invoices

Price Book, Order & Payment Terms

Edit Header

Contact

Summary

Quick Edit

2. Please scroll down and click the **Red Alert** to view the explanation

Item	Alert	Service Date	Description	Quantity	Units	Rate	Subtotal	Discount(%)	Total
1.			The total invoiced quantity is 1000002.00 for a Purchase Order line quantity of 1000000.00. The difference is 2.00.			000000	4.00	0.00	4.00
			Invoice Price (USD 2.00) is different from the referenced Purchase Order line Price (USD 1.00).						



OPEN INVOICE SUPPLIER QRG (PO)

Troubleshooting a PO invoice with a Red Alert

Step 7 – Troubleshooting – Red Alert

3. Click on “Summary” to open the invoice for adjustments

Invoice Number:	TESTCW	Invoice Date:	08/01/2023 MM/DD/YYYY
Invoice Type:	Original Invoice	Invoice Due Date:	09/15/2023 MM/DD/YYYY
Submission Type:	Direct Entry	Currency:	USD - U.S. Dollar
Status:	Saved	Invoice Amount:	9.00
		Remit Amount:	9.00

Description: Testing invoices

Price Book, Order & Payment Terms

Edit Header

Contact

Summary

Quick Edit

4. Click on the description for the relevant line item

Service Date	Description	Quantity	Units	Rate	Subtotal	Discount(%)	Total
08/01/2023	Product	0.000000	\$	1.000000	0.00	0.00	0.00



OPEN INVOICE SUPPLIER QRG (PO)

Troubleshooting a PO invoice with a Red Alert

Step 7 – Troubleshooting – Red Alert

5. Make the required adjustment on the line item details (Rate)

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
.00	\$	1.00	.00	0.00	USD	.00

6. Click “Submit”

Submit Add Line Item Cancel

7. Click “Save”

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

8. Repeat steps 3-6 for all line items with **Red Alerts**

9. Once all required adjustments have been completed, click “Submit to Buyer”

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



OPEN INVOICE SUPPLIER QRG (PO)

Troubleshooting a PO invoice with a Yellow Alert

Step 7 – Troubleshooting – Yellow Alert

1. Click on “Quick Edit” to see the details of the “**yellow purchase order compliance alert**”

Invoice Number:	TESTCW	Invoice Date:	08/01/2023 MM/DD/YYYY
Invoice Type:	Original Invoice	Invoice Due Date:	09/15/2023 MM/DD/YYYY
Submission Type:	Direct Entry	Currency:	USD - U.S. Dollar
Status:	Saved	Invoice Amount:	9.00
		Remit Amount:	9.00

Description: Testing invoices

Price Book, Order & Payment Terms

Edit Header Contact

Summary Quick Edit

2. Please scroll down and click the **Yellow Alert** to view the explanation

Item	Alert	Service Date	Description	Quantity	Units	Rate	Subtotal	Discount(%)	Total
1.			Invoice Unit of Measure (dollars) is different from the referenced Purchase Order line Unit of Measure (\$).			00000	0.00	0.00	0.00

Ticket No.



OPEN INVOICE SUPPLIER QRG (PO)

Troubleshooting a PO invoice with a Yellow Alert

Step 7 – Troubleshooting – Yellow Alert

3. Click on “Summary” to open the invoice for adjustments

Invoice Number:	TESTCW	Invoice Date:	08/01/2023 MM/DD/YYYY
Invoice Type:	Original Invoice	Invoice Due Date:	09/15/2023 MM/DD/YYYY
Submission Type:	Direct Entry	Currency:	USD - U.S. Dollar
Status:	Saved	Invoice Amount:	9.00
		Remit Amount:	9.00

Description: Testing invoices

Price Book, Order & Payment Terms

Edit Header

Contact

Summary

Quick Edit

4. Click on the description for the relevant line item

Service Date	Description	Quantity	Units	Rate	Subtotal	Discount(%)	Total
08/01/2023	Product	0.000000	\$	1.000000	0.00	0.00	0.00



OPEN INVOICE SUPPLIER QRG (PO)

Troubleshooting a PO invoice with a Yellow Alert

Step 7 – Troubleshooting – Yellow Alert

5. Make the required adjustment on the line item details (Unit of Measure)

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
.00	\$	1.00	.00	0.00	USD	.00

6. Click “Submit”

Submit Add Line Item Cancel

7. Click “Save”

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

8. Repeat steps 3-6 for all line items with **Yellow Alerts**

9. Once all required adjustments have been completed, click “Submit to Buyer”

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