



PEYTO
Exploration & Development

Updated January 15, 2011

Supplier Guidelines for OpenInvoice

Header

| | <u>Required</u> |
|--|-----------------|
| • Customer – Select Peyto Exploration & Development | Yes |
| • Customer Site – Choose "G&A", "Gas Plants", "Operations" or Land" | Yes |
| • Department – Select from the Departments listing (on next page). | Yes |
| • Invoice# – Invoice number must match the Invoice # in your accounts receivable system. | Yes |
| • Date – Invoice Date (not order or delivery date) from your accounts receivable system. | Yes |
| • Service Date – Required at line level | Yes |
| • Contract – Enter a valid Peyto Contract (if applicable) | |
| • Invoice Type – Original (standard Debit invoice) or Credit. The default is <i>Original</i> . | Yes |
| • For credits , a minus sign (-) must be placed in the quantity field. | |
| • Currency – Defaults to CAD – Canadian Dollars | Yes |
| • Description – WHO, WHERE, WHY/WHAT – Enter the name of Who requested the work, the Lease, Well or Facility Name and a general description of the service/product supplied. | Yes |

Line Items

| | <u>Required</u> | | <u>Required</u> |
|---|-----------------|--|-----------------|
| • AFE – If an AFE has been provided to you, enter it here. | Yes | • Product/Service – Select the product/service you are providing from the list. | Yes |
| • Cost Center – If a Cost Center number has been provided to you, enter it here. If you do not know the number, you may search by the name using the search button to the right of the field. | Yes | • Charge Type – Populates automatically based on the Product/Service selected. | Yes |
| • Location – Will Auto-Populate Based on AFE/CC Selected | No | • Description (Product/Service) – Populates automatically based on the Product/Service selected. Add the full description for this particular product/service line item. Example - default 'Ball Valve' may need to be changed to 'Ball Valve - 2" 3000# FP. | Yes |
| • Asset Number – Not Required | No | • Quantity – Number of units or feet sold. | Yes |
| • Major/Minor/Subcode : Define coding when provided. The major/minor coding combination has two number sets (4,3) | Yes | • Units – Units of measure (hours, each, day, feet, miles, etc.). | Yes |
| • Operation Category – Not Required | No | • Rate – Service rate or product unit price. | Yes |
| • PO – Not Required | No | • Discount – Item discount that applies (including early pay discounts); if no discount, enter 0. | Yes |
| • WO – Not Required | No | • Tax – Check box if taxes apply and enter percentage. | Yes |
| • Service Date – Service end date or product delivery date. | Yes | | |
| • Field Ticket # | Yes | | |
| <p>➤ NOTE: Signed Backup (Signed Field Stamp/Signed Delivery Note) is normally required. Items must be scanned and attached. ex. Field tickets, Delivery Notes, time sheets, 3rd party invoices, etc.</p> | | | |



Exploration & Development

Updated December 1, 2011

Supplier Guidelines for OpenInvoice

Inquiries

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Peyto Exploration & Development

| Site | Department | Notes |
|-------------|------------------|-----------------------|
| Area/Plants | Cutbank | CC only |
| | Kakwa | CC only |
| | Nosehill | CC only |
| | Oldman | CC only |
| | Wild Hay | CC only |
| G & A | Corporate | |
| | Human Resources | |
| | Office | |
| LAND | Land | |
| OPERATIONS | Completions | AFE starting with C |
| | Construction | AFE starting with D |
| | Drilling | AFE starting with D |
| | Equipping/Tie-In | AFE starting with E/T |
| | Facilities | AFE starting with F |
| | Geology | AFE starting with G |
| | Projects | AFE starting with P |