

Supplier Guidelines for OpenInvoice

Header

	<u>Required</u>
• Customer – Select Peyto Exploration & Development	Yes
• Customer Site – Choose "G&A", "Area/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. If you do not know the number, you may search by the name using the search button to the right of the field.	Yes	• Service Date – Service end date or product delivery date.	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	• Field Ticket # – If provided.	Yes
• Location – Will Auto-Populate Based on AFE/CC Selected	No	• Product/Service – Select the product/service you are providing from the list.	Yes
• Asset Number – Not Required	No	• Charge Type – Populates automatically based on the Product/Service selected.	Yes
• Major/Minor/Subcode : Define coding when provided. Subcode is not required.	Yes	• 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
• Operation Category – Not Required	No	• Quantity – Number of units or feet sold.	Yes
• PO – Not Required	No	• Units – Units of measure (hours, each, day, feet, miles, etc.).	Yes
• WO – Not Required	No	• Rate – Service rate or product unit price.	Yes
➔ 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, 3 rd party invoices, etc.		• Discount – Item discount that applies (including early pay discounts); if no discount, enter 0.	Yes
		• Tax – Check box if taxes apply and enter percentage.	Yes



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Inquiries

Peyto Accounts Payable
403.269.8505

payables@peyto.com

****NOTE: Please reference
“Openinvoice Inquiry” in the
subject line**

OpenInvoice Support
866.627.3287
OpenInvoiceSupport@oildex.com

Peyto Exploration & Development

Site	Department	Notes
Area/Plants	Brazeau	Cost Center only
	Cutbank	Cost Center only
	Cecelia	Cost Center only
	Galloway	Cost Center only
	Kakwa	Cost Center only
	Nosehill	Cost Center only
	Oldman	Cost Center only
	Oldman North	Cost Center only
	Swanson	Cost Center only
	Wildhay	Cost Center only
G & A	Corporate	
LAND	Land	
OPERATIONS	Completions	AFE starting with E/T
	Construction	
	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
	Plunger Lifts	AFE starting with U
	Multiwell Tie-In	AFE starting with M

