

# Sinopec Daylight Energy Ltd

## Invoice Submission Guidelines



Invoice Data Fields - Header		
Screen Field Label	Description	Required
Customer	Select <i>Sinopec Daylight Energy Ltd</i>	Yes
Customer Site	See <b>Site</b>	Yes
Department	See <b>Department</b>	Yes
Invoice #	The <b>invoice #</b> should match the <b>Invoice #</b> in your accounts receivable system. The invoice number should be 15 characters or less and not contain special characters (dashes, spaces, symbols, etc...)	Yes
Date	<b>Invoice Date</b> (not order or delivery date) from your accounts receivable system.	Yes
Service Date	Required at line level on invoices that reference a Price Book.	Yes
Contract	Select appropriate contract, if applicable	
Invoice Type	Original (standard Debit invoice) or Credit. The default is Original.	Yes
Currency	Select <b>CAD</b> for Canadian Dollars	Yes
Description	WHO, WHERE, WHY/WHAT – Enter Who requested, the Well/Lease/Facility name, and the General Description of the service/product supplied	Yes

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Invoice Data Fields - Line Items		
Screen Field Label	Description	Required
AFE	If an <b>AFE</b> has been provided to you, enter it here	
Cost Center	If a <b>Cost Center</b> 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.	
Field/Lease	Leave blank	
Location	Leave blank, will populate automatically if AFE or Cost Center was selected.	
Asset Number	Leave blank	
Major/Minor/Subcode	Major and Minor should be provided for you, enter it here, leave Subcode blank	
Operation Category	Leave blank	
PO	Leave blank	
WO	Leave blank	
Service Date	Service end date or product delivery date	
Product/Service	Select the product/service you are providing from the list	Yes
Requisitioner	Leave blank	
Charge Type	Populates automatically based on the Product/Service selected	Yes
Description (Product/Service)	Populates automatically based on the Product/Service selected. Add the full description for this particular product/service line item if the default value is generic.	Yes
Quantity	Number of units or feet sold	Yes
Units	Units of measure (hours, each, day, feet, miles, etc.)	Yes
Rate	Service rate or product unit price	Yes
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

**\*Required if provided by CLIENT.**

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## Sites & Departments:

SITE	DEPT	CONTACT DETAILS
Calgary	ACCOUNTSPAYABLE	
EPCM	O'ROURKE ENGINEERING	

## Integration Details:

### Buyer Information:

DUNS # = 241245179

PIDX Tag = InvoiceProperties.PartnerInformation.PartnerIdentifier partnerIdentifierIndicator="DUNSNumber"

### Sites & Departments (see listing above)

PIDX Tag = InvoiceProperties.PartnerInformation.ContactInformation.ContactName

Example:

```
<pidx:ContactInformation contactInformationIndicator="BuyerDepartment">  
  <pidx:ContactName>Accounts Payable</pidx:ContactName>  
</pidx:ContactInformation>
```

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## PIDX Data Requirements

Screen Field Label	Description	PIDX XMLTag	PIDX Format
<b>Header Description</b>	Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease.	Invoice.InvoiceProperties.Comment	Text
<b>AFE*</b>	AFE	InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber	Text
<b>Cost Center*</b>	CC	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter	Text
<b>Location</b>	Lease/Well/Plant	InvoiceDetails.InvoiceLineItem.JobLocationInformation.WellInformation.WellIdentifier	Text
<b>Contract</b>	Contract Number	InvoiceProperties.ReferenceInformation.ContractNumber	Text
<b>Major/Minor*</b>	Major/Minor	InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorGeneralLedgerCode	Formula that you set in OI. EX: XXXX.XXX
<b>Service Date From</b>	Start Date of Service - Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodStart	YYYY-MM-DDTHH:MM:SS
<b>Service Date To</b>	End Date of Service – Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodEnd	YYYY-MM-DDTHH:MM:SS

\*Required if provided by CLIENT.

## Test Data

Field Label	Value	Major/Minor
AFE	605212	9250.92
CC	91020	825.14

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**\* NOTE - Buyer will need to send a test PO or FT to supplier in order to perform a test**

### LIDO CSV Data Requirements

Screen Field Label	Description	LIDO CSV Column	CSV Format
<b>Header Level Description</b>	Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease. Enter the original invoice number for credit invoice.	3 - InvoiceDescription	Max 2000 Characters
<b>Service Date To</b>	Start Date of Service - Mandatory for each invoice line item	17 - ServiceDate	YYYY-MM-DD
<b>AFE*</b>	AFE Number	20 - AFENumber	
<b>CC*</b>	Cost Center Number	21 - CostCenterNumber	
<b>Location</b>	Location	22 - Location	
<b>Field or Lease</b>	Field or Lease	23 - FieldOrLease	
<b>Major/Minor*</b>	Major/Minor	33 - OperatorCoding	Major.Minor eg: XXXX.XXX
<b>Requisitioner</b>	Peron who ordered the work	37 - Requisitioner	FirstName LastName
<b>Contract*</b>	Contract Number	38 - ContractNumber	
<b>Service Date From</b>	End Date of Service - Mandatory for each invoice line item	41 - ServiceDateFrom	YYYY-MM-DD

**\*Required if provided by CLIENT.**