

OpenInvoice Submission Guidelines

Revised: Sept 23 2015



Header

Field	Guidelines	Required
Customer	Select Sinopec Daylight Energy Ltd.	Yes
Customer Site	Select a Site (see Site list below)	Yes
Customer Department	Select AP (see Site list below)	Yes
Invoice #	The invoice number should match the Invoice # in your accounts receivable system. The invoice number should be 15 characters or less and not contain special characters (dashes, spaces, symbols, etc...)	Yes
Invoice Date	Invoice Date (not order or delivery date) from your accounts receivable system.	Yes
Invoice Type	Original Invoice (standard Debit invoice) or Credit Invoice. The default is Original. For credits , a minus sign (-) must be placed in the quantity field and the net total of the invoice must be negative.	Yes
Currency	Select CAD for Canadian Dollars.	Yes
Description	General Description of the service/product supplied.	Yes
Contract	Select appropriate contract, if applicable	

Enter one line item for each field ticket

Line Items

	Required		Required
• Activity Date – Date the Activity was provided	Yes	• Ticket No – Enter the field ticket number	Yes
• AFE – An AFE has been provided to you, enter it here. You may search using the search button. 6 digit number e.g. 612345	Yes	• Service Date – Leave Blank	No
• Cost Center – A Cost Center ID has been provided, enter it here. You may search using the search button, will populate automatically if an AFE was entered. 5 digit number e.g. 91007	Yes	• Product/Service – Select the product/service you are providing from the list	Yes
• Location – Leave blank, will populate automatically if AFE or Cost Center was entered		• Charge Type – Populates automatically based on the Product/Service selected.	Yes
• Field Lease – Leave Blank		• Description (Product/Service) – Populates automatically based on the Product/Service selected. Can be modified	Yes
• Asset number – Leave Blank		• Quantity – Number of units or feet sold.	
• PO – Leave Blank PO Line – Leave Blank		• Units – Units of measure (hours, each, day, feet, miles, etc.).	Yes
• WO – Leave Blank		• Rate – Service rate or product unit price.	Yes
• Major/Minor/Subcode – Major and Minor should be provided for you, enter it here, leave <i>Subcode</i> blank this is a combination 4 digit and 2 digit number separated by slash, period, or space e.g. 9250 23	Yes	• Discount – Item discount that applies for El Paso; if no discount, enter 0.	Yes
		• Tax – Check box if taxes apply and enter percentage	

Attachment File Type

Preferred: PDF

Secondary TIF

Attachment File Size:

It is important for attachment file sizes to be as small as possible. This reduces the time it takes you to upload and for the approver to download these files. To accomplish this, please check the following settings on your scanner:

Color – should be set to “Black and White” with no grey scale

Resolution – this is the measure in dots per inch and should be set to 125-150 DPI

Company

Company Name

Sinopec Daylight Energy Ltd.

Site Name

- **Calgary**
2700, 112 -4th Ave S.W.
Calgary, AB T2P 0H3
- **Completion**
- **Construct/Reclaim**
- **HSE**
- **Drilling**
- **Facilities**
- **Production**

Contacts

Vendor Name Starting Letter/Digit	Contact	Number
A-B,#	APSupportA-B@sinopecdaylight.com	403-536-4679
C-F	APSupportC-F@sinopecdaylight.com	587-952-5362
G-I	APSupportG-I@sinopecdaylight.com	403-536-4679
J-T	APSupportJ-T@sinopecdaylight.com	403-218-6576
U-Z	APSupportU-Z@sinopecdaylight.com	403-536-4679
ADP Support	adpinvoicesupport@adp.com	866-624-3287

