This document is intended for suppliers that provide materials and/or services to MEG Energy. It includes the details that suppliers are required to complete for each invoice. Completed invoices are submitted through OpenInvoice (www.openinvoice.com). To ensure your invoices are processed as quickly as possible, provide **ALL** of the information below. Invoices submitted incorrectly may be **disputed**, delaying payment. **Disputed** invoices are the responsibility of the supplier to correct, resubmit, or cancel.

Before you start

An invoice may not:
- Be a consolidation of invoices. Create one electronic invoice per invoice.

The maximum size of each attachment is 9 MB. The total size of all attachments per invoice may not exceed 80 MB. The following file types are supported for attachments:
- PDF

- XLS (or XLSX)

- DOC (or DOCX)

- CSV

- TXT

- JPEG

- GIF

- TIFF

- TSV

- DWG

For the best experience with OpenInvoice, we recommend you use one of the following browsers:
- Microsoft Internet Explorer 11

- Google Chrome

- Mozilla Firefox

- Apple Safari

- Microsoft Edge

Creating your invoice manually

1. From the main menu, hover your mouse over **Invoice**.

2. A dropdown menu displays. Click **Create Invoice**.

3. In the form that displays, fill in the fields as follows:
   - **Customer Name:** MEG Energy

   - **Customer Site**: Select AP for general, 3CON-PSA for contractors, Legal for legal service providers.

   Supplier Site: Accounts Receivable
   Customer Name: MEG Energy ▼
   Customer Site: AP ▼
   Customer Department: --Please Select--
   Creation Options: 3CON-PSA
          AP
   Next >>   Legal

   - **Department**: This auto-populates to the correct department.

4. In the **Creation Options** field, select **Standard**.

5. Click **Next**.

6. The **General Information** page displays.

   General Information

   Invoice Number: (a) [____]
   Invoice Type: Original Invoice ▼ (c)
   Submission Type: Direct Entry
   Status: New
   Routing Code: [____]

   Invoice Date: (b) 10/30/2019 📅 MM/DD/YYYY
   Currency: CAD - Canadian Dollar ▼
   Invoice Amount: 0.00
   Remit Amount: 0.00

   Description: (d) [____]

   Fill in the fields as follows

   a. **Invoice Number**: Your invoice number must match the number on the backup exactly. Invoice numbers can only be used once. Do not enter duplicate numbers. 12 character maximum.

   b. **Invoice Date**: Date of your invoice. This field defaults to the current date.

   c. **Invoice Type**: Defaults to Original Invoice, Select Credit Invoice when required. **Note**: A minus sign (-) must be placed in the quantity field by line item to create a credit.

   d. **Description**: Specify the MEG Energy invoicing contact, as well as who and where invoices are addressed to.

7. Click **Next**.

8. To add a PO or Contract Number, if applicable:

    a. Click Add Header Data

    General Information

Invoice Number:	34234234
Invoice Type:	Original Invoice
Submission Type:	Direct Entry
Status:	New
Description:	QRG Example

    (Edit Header) (Contact) (Add Header Data) **a**

    b. Enter in the PO or Contract Number and click Submit.

    Invoice #234324 - Meg Supplier

Name	Value	Data Type	Added/Edited By	Delete
PO/Contract #		Text		

    To add multiple data records with the same type and internal code, select the '+' icon.

    (Submit) (Cancel)

9. Click **Add Line Item**.

10. Add your line item(s) as follows:

Line Item 1 of 1 - Invoice # 122545 - 10/31/2019

PO: [Enter PO]   PO Line : [   ]

Service Date From: (a) [MM/DD/YYYY 📅]   Service Date To: [MM/DD/YYYY 📅]

Product/Service: (b) [Start typing part of an item's description, part #, or category] ⓘ

Description: [   ]

Tickets: [   ] Add

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
(c)	(d)	(e)	.00		CAD	.00

Taxes:

	Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
(f)	GST ☑	5.00	.00	☐		GST_00001	Goods and Services Tax

CBS: [   ]   Additional Coding: (k) [   ]

AFE: (g) [   ] 🔍

Cost Center: (h) [   ] 🔍

Location: (i) [   ]

Major/Minor/Subcode: (j) [   ] [   ] [   ]

[Next >>] [Add Line Item] [Cancel]

a. **Service Date**: Enter the range of dates service was completed or product was delivered. The **From** field must be on or before the **To** field. The **To** field must be on or before the invoice date.

b. **Product/Service**: Type ahead to determine the Product/Service. The **Description** field automatically populates based on the Product/Service selected; however, it can be edited.

c. **Quantity**: If this is a credit item, put a **Minus** (-) in front of the quantity. Enter the number of units as outlined in the MEG Energy Order. Enter the rate per unit of each line item.

d. **Units**: Defaults to whatever was selected in the **Product/Service** field; can be edited.

e. **Rate**: Enter the rate per unit less taxes. Do not enter lump sums.

f. **Taxes**: GST is auto-calculated. Charge PST (BC, SK, other) by selecting the appropriate tax type, or override the calculated tax percent or amount if required.

g. **AFE:** An invoice may have more than one AFE. If coding is provided by your MEG Energy rep, you must enter the coding into your electronic invoice.

h. **Cost Centre**: An invoice may have more than one Cost Centre. If coding is provided by your MEG Energy rep, you must enter the coding into your electronic invoice.

i. **Location**: This is auto-populated based on the AFE or Cost Centre you entered.

     j.   **Major/Minor/Subcode**: Enter these codes.

     k.   **Additional Coding**: Enter Work Order of Prism Code if applicable.

11. Click **Add Line Item** to add more line items.

12. When you have added all the necessary line items, click **Next**.

13. Click **Attach File** to attach supporting documents.
    Note: Whenever possible, attach stamped and signed supporting documents that reflect the items and costs for the invoice. If you create an invoice in your accounting system, it is recommended to attach a copy.

14. When all your supporting documents are attached, click **Next**.

15. Click **Save**.

16. Click **Submit**.

17. If you want to enter a comment, enter a comment. This is not mandatory.

18. Click **Submit**. A message displays confirming your invoice has been submitted.

Creating your invoice from a purchase order

1. You can access your purchase orders in two ways:

   a.   Clicking on the links from the dashboard under "My Purchase Orders."
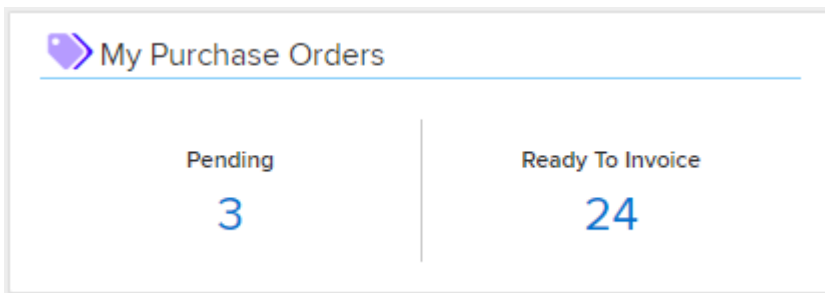
   b.   From the quick menu Create Invoice-> PO Search.
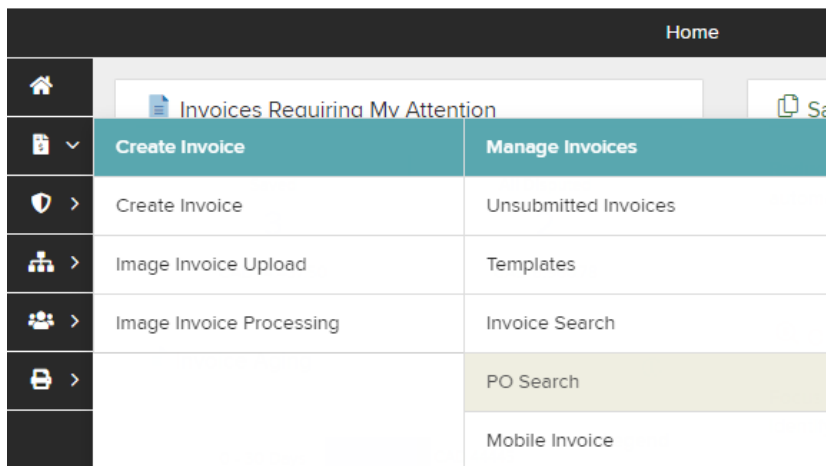
2. Select MEG Energy as the Buyer, select other pertinent filters and click Search

3. Find the PO you would like to invoice from the search results and choose Create Invoice from the Action drop down menu.

4. Select your Supplier Site and click Submit

5. Enter the following information:

    a. Customer Site=AP, Department=AP Remit

    b. An invoice number of your choosing

    c. Click Next

Buyer

MEG Energy

Customer Site:	AP ▼ **a**
Department:	AP Remit ▼

Supplier

Meg Supplier

Accounts Receivable
1234 Test Street
Calgary , Alberta
Canada
T2P 0H5

General Information

Invoice Number:	[ ] **b**	Invoice Date:	12/09/2020 📅	MM/DD/YYYY
Invoice Type:	Original Invoice ▼	Currency:	CAD - Canadian Dollar ▼	
Submission Type:	Direct Entry	Invoice Amount:	0.00	
Status:	New	Remit Amount:	0.00	
Routing Code:	[ ]			

Description:

Test PO Integration

PO: 43943

[Next >>]   **c**

Summary	Quick Edit	

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total
🏷️	1.	43943				Test	0.00	EA	0.00	0.00	(0.00%)	0.00
									Subtotal:	0.00	0.00	0.00
									Total GST (#GST_00001) :			0.00
									Total Amount:			CAD 0.00

6. Fill in the details for the line items by clicking on the link under "Description." Here you may also remove line items by clicking the Trash Can icon under "Delete."

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.

❌ Line 1: Quick Edit has been disabled because the product/service has not been resolved.

Buyer	Supplier
MEG Energy	**Meg Supplier**
AP	Accounts Receivable
Attn: AP Remit	1234 Test Street
600 – 3 Avenue SW	Calgary , Alberta
Calgary, Alberta	Canada
Canada	T2P 0H5
T2P 0G5	

General Information

Invoice Number:	123	Invoice Date:	12/09/2020 MM/DD/YYYY
Invoice Type:	Original Invoice	Currency:	CAD - Canadian Dollar
Submission Type:	Direct Entry	Invoice Amount:	0.00
Status:	New	Remit Amount:	0.00
Description:	Test PO Integration		
PO:	43943		

(Edit Header) (Contact) (Add Header Data)

Summary	Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
🏷️	1.	43943				Test	0.00	EA	0.00	0.00	(0.00%)	0.00	🗑️
									Subtotal:	0.00	0.00	0.00	
									Total GST (#GST_00001) :			0.00	
									Total Amount:			CAD 0.00	

(Add Line Item)

7. Edit your line item(s) as follows:

Line Item 1 of 1 - Invoice # 123 - 12/09/2020
The following errors were detected:

- ❌ 'Service Date To' is required
- ❌ 'Service Date From' is required

| PO: | 43943 | | PO Line (Limit): | 1 |

Service Date From: (a) MM/DD/YYYY 📅   Service Date To: MM/DD/YYYY 📅

Product/Service: (b) Start typing part of an item's description, part #, or category ⓘ

Description:

Tickets: [ ] Add

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
.00 (c)	EA (d)	.00 (e)	.00	0.00	CAD	.00

Taxes:

Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
GST ☑ (f)	5.00	.00	☐		GST_00001	Goods and Services Tax

CBS: [ ]   Additional Coding: (k) [ ]

AFE: (g) [ ] 🔍

Cost Center: (h) 018 🔍

Location: (i) [ ]

Major/Minor/Subcode: (j) 810 035 [ ]

(Submit) (l)   (Add Line Item) (m)   (Cancel)

a. **Service Date**: Enter the range of dates service was completed or product was delivered. The **From** field must be on or before the **To** field. The **To** field must be on or before the invoice date.

b. **Product/Service**: Type ahead to determine the Product/Service. The **Description** field automatically populates based on the Product/Service selected; however, it can be edited.

c. **Quantity**: If this is a credit item, put a **Minus** (-) in front of the quantity. Enter the number of units as outlined in the MEG Energy Order. Enter the rate per unit of each line item.

d. **Units**: Defaults to whatever was selected in the **Product/Service** field; can be edited.

e. **Rate**: Enter the rate per unit less taxes. Do not enter lump sums.

f. **Taxes**: GST is auto calculated. Charge PST (BC, SK, other) by selecting the appropriate tax type, or override the calculated tax percent or amount if required.

g. **AFE:** Coding is filled automatically from the PO.

h. **Cost Centre**: Coding is filled automatically from the PO.

i. **Location**: Coding is filled automatically from the PO.

j. **Major/Minor/Subcode**: These codes are filled automatically from the PO.

k. **Additional Coding**: Enter Work Order of Prism Code if applicable.
l. **Submit**: If you are finished entering line items.
m. **Add Line Item**: If you wish to add additional line items such as freight. Repeat this step.

8. Review your invoice and click Submit to Buyer once validated, or you Save it for later.

Buyer

MEG Energy

AP
Attn: AP Remit
600 – 3 Avenue SW
Calgary, Alberta
Canada
T2P 0G5

Supplier

Meg Supplier

Accounts Receivable
1234 Test Street
Calgary , Alberta
Canada
T2P 0H5

General Information

Invoice Number:	123	Invoice Date:	12/09/2020 MM/DD/YYYY
Invoice Type:	Original Invoice	Currency:	CAD - Canadian Dollar
Submission Type:	Direct Entry	Invoice Amount:	10.50
Status:	New	Remit Amount:	10.50

Description: Test PO Integration

PO: 43943

(Edit Header) (Contact) (Add Header Data)

Summary	Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
✅	1.	43943	12/09/2020	12/09/2020	1003	Batteries	1.00	EA	10.00	10.00	(0.00%)	10.00	🗑
									Subtotal:	10.00	0.00	10.00	
								Total GST (#GST_00001) :			0.50	
								Total Amount:			CAD 10.50	

(Add Line Item)

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

For further instructions or clarification with any of the above scenario requirements, contact ap@megenergy.com .

One Page Cheat Sheet

Header	General Description	Required
Customer Name	Select MEG Energy	Yes
Customer Site	Select AP for general, 3CON-PSA for contractors, Legal for legal service providers.	Yes
Customer Department	Defaults to the respective Remit department (____ Remit).	Yes
Invoice Number	Your invoice number must match the number on the backup exactly. Invoice numbers can only be used once. Do not enter duplicate numbers. 12 character maximum.	Yes
Invoice Type	Defaults to Original Invoice, Select Credit Invoice when required. **Note**: A minus sign (-) must be placed in the quantity field by line item to create a credit	Yes
Invoice Date	Date of your invoice. This field defaults to the current date.	Yes
Currency	Select the correct currency for invoice from drop down.	Yes
Description:	WHO, WHERE, WHY/WHAT – Enter the name of Who requested the work, and a general description of the service/product supplied.	Yes
PO/Contract #	PO Number, if applicable and creating an invoice manually without and electronic PO.	No
Line Item	**General Description**	**Required**
PO	**Leave blank if creating invoice without electronic PO (Enter in Additional Coding). Otherwise it will be filled automatically from the electronic PO.**	No
PO Line	**Leave blank if creating invoice without electronic PO (Enter in Additional Coding). Otherwise it will be filled automatically from the electronic PO.**	No
Service Date	Service end date or product delivery date.	Yes
Product/Service	Select the product/service you are providing from the list.	Yes
Description	Populates automatically based on the product or service selected. Add the full description for this particular product/service line item if the default value is generic.	Yes
Quantity	Number of units sold. **Note**: If entering a credit, use "-" symbol in front of quantity. Filled In automatically from the electronic PO line based on invoice and receipt fulfillment. Can be modified.	Yes
Units	Units of measure (EA, FT, HR, KG, LT, PK, etc.). Filled In automatically from electronic PO line.	Yes
Rate	Service rate or product unit price. Filled In automatically from the electronic PO line. Can be modified.	Yes
Discount	Enter percentage (if applicable).	No
Taxes	Check the box of the appropriate tax type that applies.	Yes
AFE/CC	Enter a valid AFE/CC, Location will default depending on what is entered. Maybe filled in from electronic PO.	No
Major/Minor/Subcode	Enter corresponding codes. Maybe filled in from electronic PO.	No
Additional Coding	Enter a valid Work Order number or Prism Code, if applicable.	No
Attachments**	If you create an invoice in your accounting system, it is recommended to attach a copy. Supporting documentation such as tickets, work orders, or proof of purchase are required attachments.	Yes