

Invoicing Instructions

February 11, 2019

Failure to comply with these invoicing instructions may result in potential delays in payment, or the rejection of your invoice.

Before Submitting an Invoice

In advance of submitting an invoice for services, Supplier must provide a pro forma copy of its invoice as per the line items on the Purchase Order, including all signed supplementary documents, to the Service Coordinator or Project Controls person listed in the Purchase Order.

Invoices must not be submitted until the pro forma has been accepted. Acceptance will be provided in the form of an email.

Required Detail

Pro formas and invoices must have the following detail:

General

- Inter Pipeline entity as per PO Bill To
- PO number
- Invoice number
- Invoice date
- Supplier name and remit to address
- Currency
- Invoice sub-total
- Taxes by category, i.e. GST, PST, etc.
- Tax registration number(s)
- Invoice total
- Supplementary documents

Line Item

- PO line number
- PO line description
- Quantity
- Unit of measure
- Unit cost
- Extended cost (pre-tax)

Emailing an Invoice

Do

1. Scan the invoice and supplementary documents into one PDF file ("Invoice File"), with the invoice as the first page
2. Name the Invoice File as per the standard file naming convention:
Company Name_PO Number_Invoice Number_Payment Due Date (DDMMYY)
3. Send only one Invoice File per email
4. Ensure your Invoice File size is no larger than 9 MB
5. Email your Invoice File to Inter Pipeline Accounts Payable: invoices@interpipeline.com or enter it directly into OpenInvoice if you've been enabled
6. Email statements and inquiries to Inter Pipeline SCM: supplychain@interpipeline.com

Don't

1. Do not include multiple POs on an invoice
2. Do not use special characters within your Invoice File name and do not exceed 100 characters
3. Do not send multiple invoices in an email
4. Do not paste important information into the email body as it will not be processed
5. Do not send password protected email attachments
6. Do not send links to external systems for Inter Pipeline to download
7. Do not fax invoices
8. Do not send multiple copies of the same invoice
9. Do not submit invoices that have already been paid with a credit card, these invoices must be submitted directly to the individual who procured the goods and/or services

Direct Entry into OpenInvoice

If you are not currently enabled in OpenInvoice, contact supplychain@interpipeline.com to get the process started.

Other Important Information

Final Invoices

Supplier must clearly identify if an invoice is final, meaning no other invoices will be submitted against the PO.

Withholding Tax (Non-Residents of Canada Only)

Applicable withholding tax will be withheld from invoices relating to services rendered in Canada by non-resident Suppliers. Affected invoices must clearly identify services rendered in Canada as a separate line item. Where no services are rendered in Canada, a statement that "all services were rendered outside Canada" must be added to the invoice.

Holdbacks

If your PO has been identified as "10% Holdback Applicable" as per the PO Terms of Payment, invoice for the full amount due; a holdback will be automatically applied and subtracted from the invoice payment. Suppliers requiring a deviation to this requirement must contact SCM.

Buyer will require Supplier to provide a Statutory Declaration, WCB Clearance Letter and Certificate of Substantial Completion to release holdback to Supplier.

Credits

Credits must be issued as a separate credit memo with reference to the invoice and invoice line item(s) that is being credited.