Canadian Natural
Invoice Submission Guidelines

This document is intended for suppliers that provide materials and/or services to Canadian Natural Resources Ltd., Canadian Natural Upgrading Ltd. and Sukunka Natural Resources Inc. it includes the details that suppliers are required to complete for each invoice. Completed invoices are submitted through Oildex OpenInvoice (www.openinvoice.com). Submitted invoices that do not meet the criteria described in this Standard may be subject to delays in processing and payment.

Important note for companies that receive Purchase Orders from CLIENT:

To learn how to create an invoice from a Purchase Order, please review the available videos in the "Resource Center". To access the videos, please sign into OpenInvoice and select "Resource Center" at the top right corner of your screen. In the "Resource Center", click on "OpenInvoice Documents" > "Training Videos". Please refer to PO related training videos for invoice submission instructions. Non PO videos are also available to view at your convenience.

Header	General Description	Required
Customer Name	Select Canadian Natural.	Yes
Customer Site	Select site based on the approver code (see Site listing below).	Yes
Customer Department	Defaults to the respective AP department (see Department listing below).	Yes
Invoice Number	Enter the invoice number to match your accounts receivable system (key it as you see it excluding spaces).	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	Enter the Invoice date from your accounts receivable system (do not enter the order or delivery 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, The LSD/Well/Lease/Facility Name and a general description of the service/product supplied. Land File# & Maximo PO's are also required if applicable to the invoice. For Conventional Invoices only - Work Order Number, Authorized CNRL Work Order Amount (before tax), logic for any billing	Yes
Line Item	General Description	Required
AFE/CC **OR** Contract*	Enter a valid AFE/CC **OR** enter a valid contract number.	Yes
Additional Data 1	Will auto-populate	N/A
Additional Data 2	Will auto-populate	N/A
Obj/Sub/N/A	If the Obj/Sub coding combination has been provided to you, enter it here.	No
PO*	If a Purchase Order was issued for the work, enter here or use PO flip; otherwise, **leave blank**	Yes
PO Line	If a Purchase Order was issued for the work the PO Line will populate from the Purchase Order selected.	Yes
Approver Code	Enter Approver Code (see Approver Code listing below). **One Approver Code per Invoice entry** **Note:** Alpha character(s) is followed by two to six numeric digits.	Yes
Tickets	Enter all field ticket numbers. Click "Add" to enter additional tickets.	Yes
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.	Yes
Units	Units of measure (EA, FT, HR, KG, LT, PK, etc.).	Yes
Rate	Service rate or product unit price.	Yes
Discount	Enter percentage (if applicable).	No
Taxes	Check the box of the appropriate tax type that applies.	Yes
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

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* NOTE: Only **one** of the following fields is required:
- AFE/CC
- Contract
- PO

** NOTE: Signed backup (signed field stamp) is required, items must be scanned and attached via OpenInvoice, ex. Field tickets, time sheets, 3rd party invoices, etc.

Sites & Departments:

Inquiries:
Canadian Natural Accounts Payable: 403-514-7500
Canadian Natural Application Support – ADPGOA@cnrl.com

Approver Code	Site	Department
B	Bonnyville	AP Bonnyville
A,C,D,E,I,J,K,L, M, PR, SF,**SN**,T, X, Z	Calgary	AP Calgary
HO	Calgary	AP Horizon
Y	Edson	AP Edson
FV	Fairview	AP Fairview
F	Fort St. John	AP Fort St. John
P	Grande Prairie	AP Grande Prairie
R	Lloydminster	AP Lloydminster
G	Medicine Hat	AP Medicine Hat
RD	Red Deer	AP Red Deer
S	St. Albert	AP St. Albert
N	Slave Lake	AP Slave Lake
U	CNUL - Albian	AP CNUL - Albian
W	Wolf Lake	AP Wolf Lake

For buyer questions, please contact
adpgoa@cnrl.com or 403-514-7500.

For OpenInvoice support, please contact
openinvoicesupport@oildex.com or 1-866-627-3287.

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Buyer Information:
DUNS # = 209137967

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

Remit To Departments (list above):
PIDX Tag = InvoiceProperties.PartnerInformation.ContactInformation.ContactName

Example:
<pidx:ContactInformation contactInformationIndicator="BuyerDepartment">
<pidx:ContactName>AP Calgary</pidx:ContactName>
</pidx:ContactInformation>

PIDX Data Requirements

Screen Field Label	Description	PIDX XMLTag	Pidx Format
Header Level Description	WHO, WHERE, WHY/WHAT – Enter the name of Who requested the work, The LSD/WELL/Lease/Facility Name and a general description of the service/product supplied. Maximo PO & Land File #'s are also required if applicable to the invoice. For Conventional Invoices only - Work Order Number, Authorized Canadian Natural Work Order Amount (before tax), Logic for any billing discrepancy	InvoiceProperties.Comment	Max 2000 Characters
Obj / Sub	Operator Major/Minor coding (if provided by Canadian Natural)	InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorGeneralLedgerCode	Major.Minor eg. XXXX.XXX
AFE/CC	Mandatory. Operator AFE/CC coding provided by Canadian Natural	InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber	Text
Contract	Mandatory. Operator PO/Contract coding provided by Canadian Natural	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter	Text
Approver Code	Mandatory. Approver code provided by Canadian Natural	InvoiceDetails.InvoiceLineItem.ReferenceInformation.JobNumber	Text
Work Order	Optional. Please enter if Work Order is known	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CustomerAccountingReference	Text
Service Date	Date of Service - Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodEnd	YYYY-MM-DDTHH:MM:SS
PO Number	Purchase Order Number	InvoiceDetails.InvoiceLineItem.PurchaseOrderInformation.PurchaseOrderNumber	Text
PO Line	Purchase Order Line Number	InvoiceDetails.InvoiceLineItem.PurchaseOrderLineItemNumber	Text
Tickets	Field Ticket Number that applies to each charge	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketNumber.	Only one FT number is supported

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LIDO CSV Data Requirements

Screen Field Label	Description	LIDO CSV Column	CSV Format
Header Level Description	WHO, WHERE, WHY/WHAT – Enter the name of Who requested the work, The LSD/WELL/Lease/Facility Name and a general description of the service/product supplied. Maximo PO & Land File #'s are also required if applicable to the invoice. For Conventional Invoices only - Work Order Number, Authorized Canadian Natural Work Order Amount (before tax), Logic for any billing	3 - InvoiceDescription	Max 2000 Characters
Obj / Sub	Operator Major/Minor coding (if provided by Canadian Natural)	33 - OperatorCoding	Major.Minor eg. XXXX.XXX
AFE/CC	Mandatory. Operator AFE/CC coding provided by Canadian Natural	20 - AFENumber	
Contract	Mandatory. Operator PO/Contract coding provided by Canadian Natural	21 - CostCenterNumber	
Approver Code	Mandatory. Approver code provided by Canadian Natural	19 - WorkOrderNumber	
Work Order	Optional. Please enter if Work Order Number is known	34 - AssetNumber	
Service Date	Date of Service - Mandatory for each invoice line item	17 - ServiceDate	YYYY-MM-DD
PO Number	PO Number	18 - PO Number	Text
Tickets	Field Ticket Number that applies to each charge	39 - FieldTicketNumber	Multiple FT numbers are supported when separated by a tilde (~)
PO Line	Purchase Order Line Number	40 - PurchaseOrderLineNumber	Text

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Test Data

Field Label	Value
AFE/CC	DR082210
Obj/Sub	3100-545
Approver Code	L017

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