



Canadian Natural Invoice Submission Standard

This document is intended for all North American suppliers that provide materials and/or services to Canadian Natural and 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.

Required Invoice Submission Details with an Associated Purchase Order (PO) or Contract

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.

Invoice Data Fields - Header		
Screen Field Label	Description	Required
Customer	Select Canadian Natural Resources Limited	Yes
Customer Site	See Site listing below	Yes
Department	See Department listing below	Yes
Invoice #	The invoice # should match the invoice # in the supplier’s accounts receivable system	Yes
Date	Invoice Date (not order or delivery date) from supplier’s accounts receivable system	Yes
Invoice Type	Original (standard Debit invoice) or Credit. The default is Original. For credits, a minus sign (-) must be placed in the quantity field	Yes
Currency	Select currency for invoice.	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 # and Maximo POs 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	Yes
Invoice Data Fields - Line Items		
Screen Field Label	Description	Required
AFE/CC*	If an AFE/CC has been provided, enter it here	Yes
Contract*	If a Contract number has been provided, enter it here. If number is not known, supplier may search by the name using the search button to the right of the field	Yes
Additional Data 1	Will auto-populate	N/A
Additional Data 2	Will auto-populate	Will default
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

For buyer questions, please contact APOnboarding@cnrl.com or 403-514-7500. For OpenInvoice support, please contact openinvoicesupport@oildex.com or 1-866-627-3287.

Obj/Sub/NA	If the Obj/Sub coding combination has been provided, enter it here.	Yes
Approver Code	Mandatory, contains one or two letters and then two to six numbers	Yes
Service Date	Service end date or product delivery date	Yes
Product/Service	Select the product/service provided from the list	Yes
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 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
Ticket No.	Enter field ticket number, click ADD for every ticket	Yes
Asset Number	Enter asset number if known	No

NOTE: Only **one** of the following fields is required:

- AFE/CC
- Contract
- PO

Signed Backup (Signed Field Stamp) is required. Field tickets, timesheets, third party invoices etc. must be scanned and attached via OpenInvoice.

Canadian Natural Sites and Departments

Site	Remit To Departments	Approver Codes	Notes
Bonnyville	AP Bonnyville	B	
Calgary	AP Calgary	A,C,D,E,I,J,K,X,L,M,T,Z, PR, SF	
Calgary	AP Horizon	HO	Includes Contract Invoices and Horizon Invoices
Edson	AP Edson	Y	
Fairview	AP Fairview	FV	
Fort St. John	AP Fort St. John	F	
Grande Prairie	AP Grande Prairie	P	
Lloydminster	AP Lloydminster	R	
Medicine Hat	AP Medicine Hat	G	Includes Invoices for Estevan
Red Deer	AP Red Deer	RD	
Slave Lake	AP Slave Lake	N	
St. Albert	AP St. Albert	H,S	
Swan Hills	AP Swan Hills	SW	
Wolf Lake	AP Wolf Lake	W	

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Electronic Submission Data Requirements

Buyer Information:

DUNS # = 209137967

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

Remit To Departments (list above):

PIDX Tag = InvoiceProperties.PartnerInformation.ContactInformation.ContactName

Example:

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<pidx:ContactInformation contactInformationIndicator="BuyerDepartment">
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<pidx:ContactName>AP Calgary</pidx:ContactName>
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</pidx:ContactInformation>
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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 and 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
Ticket No.	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 and 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	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
Ticket No.	Field Ticket Number that applies to each charge	39 - FieldTicketNumber	Multiple FT numbers are supported when separated by a tilde (~)
PO Line Number	Purchase Order Line Number	40 - PurchaseOrderLineNumber	Text

NOTE: Signed Backup (Signed Field Stamp/Signed Work Order) is normally required. Items must be scanned and attached. i.e. Field tickets, Work Orders, Purchase Orders, time sheets, third party invoices, etc.

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Sample Data

AFE/CC:

Field Label	Value
AFE/CC	DR082210
Obj/Sub	3100.545
Approver Code	L017

Contract:

Field Label	Value
Contract	406937
Approver Code	HO931524

Purchase Order:

Field Label	Value
Purchase Order	755951
Approver Code	HO1005

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