



Gibson Energy
Invoice Submission Requirements

These requirements are intended for suppliers that provide materials and/or services to Gibson Energy Inc. and its affiliated entities. It includes the details that suppliers are required to complete for submission of invoices for payment. **Completed invoices are submitted through Enverus OpenInvoice (www.Openinvoice.com)**. Contact Enverus to set up your OpenInvoice account at openinvoicesupport@enverus.com or 1-866-627-3287.

Failure to comply with these invoice submission requirements may be subject to delays in processing and payment.

Invoice Information Requirements

PDF copy of the invoice **MUST** contain this information unless otherwise noted as applicable.

Information	General Description	Required
Gibson Legal Entity	Full entity name. Refer to entity list.	Yes
Gibson Remit To Address	Address for entity. Refer to entity list.	Yes
Invoice Date	The invoice date from you're accounts receivable system (DO NOT order or delivery date).	Yes
Invoice Number	The invoice number to match your accounts receivable system (DO NOT include any spaces).	Yes
PO Number	If a PO was issued for the work , provide the PO number provided on the order.	As Applicable
PO Line Number	If a PO was issued for the work , provide the corresponding PO line number for the work being billed with the corresponding quantity, unit of measure, unit price, extended price, currency, etc.	As Applicable
Supplier Name	Full entity name.	Yes
Supplier Remit To Address	Supplier remittance address or EFT information.	Yes
Supplier Tax Number	<ul style="list-style-type: none"> GST/HST/PST** number for Canadian suppliers. Texas Identification Number/Federal Tax ID for US suppliers. 	Yes

If the PO indicates PST, ensure that the invoice includes PST. PST applies to the supply of most goods and services in Saskatchewan. If you are PST exempt, please submit your exemption letter with your invoice.

Gibson Energy Contacts

Inquiry Type	Contact
Purchase Order Inquiries	Gibson Energy Buyer (Buyer contact found on first page of PO)
Payment Inquiry	accountspayable@gibsonenergy.com





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Gibson Energy Entities

Full Legal Entity Name	Accepted Abbreviated Entity Name	Remit-To Address
Gibson Energy Inc.	Gibson Energy Inc.	1700, 440 - 2nd Avenue SW Calgary, Alberta, Canada T2P 5E9
Gibson Energy Infrastructure Partnership	Gibson Energy INF PS	
Moose Jaw Refinery Partnership	Moose Jaw REF PS	
Hardisty Energy Terminal LP	Hardisty Energy TM LP	
Gibson Energy Infrastructure LLC	Gibson Energy INF LLC	Suite 3300 1201 Louisiana Street Houston, TX, USA 77002
Taylor Transfer Services LLC	Taylor Transfer SVCS LLC	
Gibson Energy Corp.	Gibson Energy Corp.	
Gibson Energy Marketing LLC	Gibson Energy MKTG LLC	
Gibson Energy LLC	Gibson Energy LLC	
South Texas Gateway Terminal LLC	South TX GW TM LLC	

Please note that the full legal entity name is required for invoice submissions. The abbreviated entity name will only be accepted for system limitations on number of characters.

OpenInvoice Submission Instructions

PDF copy of the Invoice and any associated back-up **MUST MATCH** and be attached to the OpenInvoice submission.

Header Field	Instruction
Customer Name	Select Gibson Energy
Customer Site	Select Gibson Energy
Customer Department	Select Accounts Payable
Invoice Number	Enter same invoice number as on the invoice. Invoice numbers can only be used once in OpenInvoice.
Invoice Type	Defaults to Original invoice
Invoice Date	Change default date to match the invoice date
Currency	Select the correct currency from drop down. It must match the invoice.
Description	PO - leave as is with default. NO PO - enter the following: <ul style="list-style-type: none"> Name of Gibson contact who requested the work General description of the service/product supplied Any codes or details you have been asked to remit
PO#	Confirm PO number matches the PO number on the invoice



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Line-Item Field (for each applicable line item)	Instruction
Service Date From	Specify date
Service Date To	Specify date
Product/Service	Select the product/service from the list.
Description	PO - this will populate automatically based on the product or service selected. Edit the description if the default is generic. NO PO - enter the description of product or service. Include the Gibson contact who requested the work.
Quantity	PO - this will populate automatically from the PO line. If this is a partial invoice, reduce the quantity to match the invoice amount. NO PO - enter "1". If entering a credit, use "-" symbol ahead of quantity.
Units	PO - this will populate automatically from the PO line. DO NOT CHANGE. NO PO - Leave blank.
Rate	PO - this will populate automatically from the PO. DO NOT CHANGE. If the rate needs to be changed, please contact the buyer on the PO. NO PO - enter the invoice subtotal before tax
Discount	Enter percentage (if applicable)
Taxes	Select the applicable PST/GST/HST check box and enter tax % and amount if not tax exempt. The taxes entered must match the invoice.
Subtotal	Subtotal is auto calculated by OpenInvoice. Ensure this subtotal matches the invoice.

Tax Line Item	Instruction
US Tax	PO - enter the US tax amount against the separate US taxes line item. Ensure taxes are NOT check marked. NO PO - select state/county/parish tax checkbox

For Attachments	Instruction
Attachment	Single file containing invoice and supporting documentation as applicable (tickets, packing slips, third party invoices, milestone completion certificates, etc.) The invoice MUST be issued to the correct Gibson entity and remit-to address.