



## REPSOL CANADA INVOICING PROCEDURE

The following procedure aims to help provide a deeper understanding for Contractors to help facilitate payment in a timely manner.

### Common Terms/Definitions

B2P – Defined as Budget to Procurement process used by Repsol.

Contractor – Defined as vendor, contractor, or company providing materials or labor to perform a service.

Contract Holder – Acronym for purposes of this document “CH” and defined as the Contractor personnel responsible for contract management of goods/services performed as per the contract terms (or their assigned delegate).

Goods Receipt – Acronym for purposes of this document “GR” and normally begins with a 50000XXXXX provided to the Contractor by Repsol.

Invoice – An itemized bill for goods sold or services provided, containing individual prices, total amount charged, applicable sales and use taxes and the terms.

P2P – Defined as Procurement to Payment process used by Repsol.

SAP – Repsol’s Enterprise Resource Planning “ERP” system to manage the B2P and P2P processes.

Service/Purchase Order – Acronym for purposes of this document “PO” and normally begins with a 44000XXXXX or 45000XXXXX provided to the Contractor by Repsol.

Service Entry Sheets – Acronym for purposes of this document “SES” and normally begins with a 60000XXXXX provided to the Contractor by Repsol.

Supporting Documentation – Any and all documentation supporting the purchase of goods and/or services performed, including but not limited to field tickets, timesheets, expenses, delivery tickets, manifests, pro forma invoice, packing list, third party transactions/tickets to support reimbursable costs/credits defined.

### PRE-INVOICE STEPS:

Service/Purchase Orders (SO/PO) (44000XXXXX/45000XXXXX) must be in place before the commencement of the services/materials delivery. Your company will receive a Service/Purchase order via email. When receiving your detailed Service/Purchase order, review the services and materials, and if you find a service or material is not mentioned or aligned with the Contract or quote then please contact the Company CH.

During/After the Services are performed and/or Materials delivered, Contractor is to send all supporting documentation (i.e. Field Tickets, Timesheets, Expenses, Delivery Tickets, Manifests, backup third party tickets to support, reimbursable costs/credits specifically defined, delivery tickets, packing list, proforma invoice, etc) to the Company Worksite Representative for approval/signature of services performed or materials delivered. Note that it does not validate pricing or authorize payment. Once approved by Company Worksite Representative, Contractor should then send all signed documents by email to the Contract Holder. For Services: Once the quantities, prices and conditions are checked and approved by the CH or delegate, the



Service Entry Sheets (SES) will be created in SAP by the CH or delegate (60000XXXXX) and will be sent to the Contractor (by email or Ariba). This code does not appear in the Service Order (SO) and must be included in the invoice along with the SO#.

For Materials: Upon delivery and acceptance by Company worksite representative, CH or delegate will issue a Goods Receipt (GR) number (50000XXXXX) to the Contractor which must be included in the invoice along with the PO#.

Best practice is for all complete information be sent to the CH within one week of the service end period / delivery.

## INVOICES

As part of Repsol invoicing process, we require an approved field/service ticket for all services performed prior to proceeding with the SES. Contractor shall submit the invoice for payment only after the SES/GR is completed by the respective Contract Holder and sent to the Contractor. No invoices will be processed without a SES/GR.

Tips to avoid invoice processing/payment delays:

- A single invoice can be raised for all the items included in the same SO/PO, even if the Contractor may receive multiple SES/GR. Ensure all associated SES/GR#s are listed on the invoice
- You should not create one invoice for multiple SO/POs.
- You should not split a SES/GR into two or more invoices.

To avoid invoice rejections, invoices must include and clearly identify:

- Contractor full name and address; If address listed on PO is different than contact CH to have this changed ahead of time.
- Clearly identified "INVOICE" document (for paper invoicing only),
- Invoice date.
- Invoice number (unique).
- Appropriate Company name being billed as set out in the Contract and/or SO;
- Contract Number (46000XXXXX) (if applicable);
- Service Order number/Purchase Order number (44000XXXXX) (1 Purchase Order per Invoice);
- SES number/s and/or GR number/s (60000XXXXX/50000XXXXX) (May be multiple);
- Legal Land Description.
- Supporting documents.
- Itemized list of Work provided by Contractor as per SO/PO received (I.E., quantities, unit of measure, price and extended price, where applicable).
- Any sales taxes payable by Company shown separately.
- Sub Total and Grand Total of invoice indicating the relevant currency.

Only those invoices that fulfill all these requirements will be accepted for payment. Otherwise, invoices will be rejected. Invoicing and payment terms are to be in accordance with the associated contract/agreement(s). However, best practice is for the Contractor to submit to Company invoices within thirty (30) days of receiving the SES/GR.



## BILLING INFORMATION

### 1. Electronic Billing Process (ie. Ariba)

If registered in Ariba, Contractor shall receive SES/GR completed by Company CH and submit the associated Invoice through Ariba. If Contractor is utilizing electronic billing, paper/emailed invoices will not be accepted by Company. Any questions or issues, please reach out to the email below: [aribaecommerces@repsol.com](mailto:aribaecommerces@repsol.com)

### 2. Paper Invoice/Emailed Invoice Submission Billing Process

If a Contractor is not utilizing electronic billing, all original invoices must be sent, together with appropriate supporting documents, directly to the appropriate Bill to address shown below or via email: [apinvoices@repsol.com](mailto:apinvoices@repsol.com)

- PO Number and SES/GR Number(s) must be included on the invoice document

Any deviation of the billing requirements may cause delay in payment or the invoice to be returned unpaid.

Bill to Address (for work performed within Canada):

**Repsol Oil & Gas Canada Inc.**

888 - 3 St SW, Suite 2000

Calgary Alberta T2P 5C5

Email: [apinvoices@repsol.com](mailto:apinvoices@repsol.com)

### 3. Invoice Inquiries/Payment

For 24-hours online access to your account and to track your invoice through our automated system, you can request access to our Vendor invoice Query (VIQ) System. To Register for VIQ, send an email to [vendorquery@repsol.com](mailto:vendorquery@repsol.com). Please include the following information in your email:

- Company Name
- User's First and Last Name
- User's Title
- User's Email

Invoices will be paid according to the payment terms in your associated contract/agreement.