



## Repsol 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.

**Proper Invoice** - means an application for payment from Contractor to Company on account as provided in, and in compliance with the requirements of Clause 12 in Purchase Order- General Conditions.

**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 OpenInvoice). 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:**

**1. INVOICING**

All Proper Invoices must comply with the requirements set out in Clause 16 of Section 2 – Conditions of Contract

Each Proper Invoice shall comply with the requirements of the Prompt Payment Legislation relating to “proper invoice” and shall quote the Contract reference number and all other information as set out in Appendix 1 to Section 4 – Remuneration and shall be forwarded, together with adequate supporting documentation, including the original or certified copy time sheets, to the contact set out in Appendix 1 to Section 4 – Remuneration.

As part of Repsol invoicing process, we require an approved field/service ticket for all services performed prior to proceeding with the Service Entry Sheet (“SES”). Contractor shall submit the invoice for payment only after the SES/ Goods Received Note (“GRN”) is completed by the respective Contract Holder and sent to the Contractor. No invoices will be processed without a SES/GRN. A single invoice should not be created for multiple SO/POs. However, a single invoice can be raised for all the items included in the same SO/PO, even if the Contractor may receive multiple SES/GRN. But, do not split a SES/GRN into two or more invoices.

1.1 Include the following information in your Proper Invoice:

- (a) The Contractor's complete legal company name (legal entity) as set out in this Contract, including their telephone number and business address;
- (b) The Contractor's remit-to address;
- (c) Clearly identified "INVOICE" document (for paper invoicing only);
- (d) Invoice date and number of the application for payment and the period during which the Work was done or materials were furnished;
- (e) Contract number;
- (f) Unique Invoice Number;
- (g) Service Entry Sheet (SES);
- (h) Goods Received Note (GRN);
- (i) Appropriate Company name being billed as set out in this Contract;
- (j) Coding information provided by Company Representative;
- (k) Purchase Order number (10 digit number);
- (l) Purchase Order Line Item number (2 digit number);

- (m) GL Account number (6 digit number);
- (n) Full name of Company Representative ordering the Work;
- (o) Cost Centre or WBS Number;
- (p) Legal Land Description;
- (q) Complete and approved (by Company Representative) supporting documentation including but not limited to: time sheets, third party invoices (where provided for reimbursement), delivery ticket(s)/work (service) ticket(s) with complete cost coding information, and packing slip(s), where applicable;
- (r) Itemized list of Work provided by Contractor (i.e. quantities, UOM, price and extended price, where applicable);
- (s) Reimbursable expenses, where applicable;
- (t) Any taxes payable by Company shown separately GST / HST, PST / QST or State/Federal tax registration numbers, as applicable;
- (u) Sub Total and Grand Total of invoice indicating the relevant currency;
- (v) The value of the Work and changes in the Work performed to date;
- (w) List the holdbacks provided for under the Contract and the Order each as a separate line item;
- (x) include such other information and documents: (1) identified elsewhere in the Contract and the Order; or (2) as required under the Prompt Payment Legislation; and
- (y) a statement indicating that the Proper Invoice provided is intended to constitute a "proper invoice" under the *Prompt Payment and Construction Lien Act* of Alberta .

## **2. BILLING INFORMATION**

### **2.1 Electronic Procurement**

Company may utilize an electronic procurement process which would include electronic commercial transactions such as purchase orders and invoices. In the event Company elects to conduct business using such an electronic procurement process, Contractor shall cooperate fully with Company in the implementation and use of electronic procurement processes. As a result of such implementation, Contractor understands that it will be required to input information into Company's designated system. Contractor may also be required to register with and work with third party systems or network providers and may also be required to maintain catalogue data as defined by Company.

### **2.2 eCommerce only Invoice Billing Process**

If Contractor is utilizing electronic billing, paper invoices will not be accepted by Company.

### **2.3 eCommerce Paper Invoice Billing Process**

If 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. A copy of the original invoice shall be sent to the requestor upon their request. Any deviation of the billing requirements may cause delay in payment or the invoice to be returned unpaid.



Attention: Accounts Payable  
2000, 888 3rd Street SW  
Calgary, AB T2P 5C5

Or via email: [APInvoices@repsol.com](mailto:APInvoices@repsol.com)

**3. INVOICE INQUIRY INFORMATION**

Vendor Invoice Query (VIQ) is a website where Contractor may check the status of invoices throughout Company's accounting system and may also obtain details on payments made to Company.

VIQ Website: <https://ushou-extranet.repsol.com>

Email: [vendorquery@repsol.com](mailto:vendorquery@repsol.com) or Phone: +1 (403) 237-4795

Electronic Invoicing (eCommerce Only) questions should be directed to [ECommerce.questions@repsol.com](mailto:ECommerce.questions@repsol.com).