

INVOICING INSTRUCTIONS



If any of the below information is missing from an invoice, the invoice may be rejected. If an invoice is rejected, a notification stating the rejection reason will be emailed to the supplier.

PREPARING YOUR INVOICE:

Required Information (if applicable):

- Supplier Name
- Supplier Remittance Address
- Pembina legal entity name and address
- Invoice Number (must be unique and maximum 16 characters)
- Invoice Date
- Invoice Amount & Currency
- Descriptions of goods/services - Location of services
- Rate, quantity and total (including Third Party)
- Sales tax amounts being charged must be shown as separate items on the invoice
- Supplier Tax ID number (i.e. GST / Federal Tax ID) (if you are a registrant)
- Discount Terms (if applicable)
- Credit Memos must reference original Invoice Number

Additional Required Information for Purchase Order (PO) Invoices:

- Purchase Order (PO) number (including line item numbers) must be clearly identified

Additional Required Information for Non-PO:

- Contact Name and Email address of Pembina Representative

SUPPORTING / BACK-UP DOCUMENTATION:

- Summary page of all tickets & amounts being invoiced
- Packing slips signed by Pembina Representative
- Service tickets signed by Pembina Representative (including Third Party)
- Progress / Milestone Report

SUBMITTING YOUR INVOICE:

EMAIL: accountspayable@pembina.com

Please ensure the following:

- Email subject line includes Invoice Number & Supplier Name
- One invoice per email
- Invoice must be in PDF format
- Invoice and all backup must be in a single PDF (file may contain multiple pages)
- PDF cannot contain any security features; max size 150 MB (no compressed files)
- Do not include content in the body of the email, this email is not monitored.

LIEN HOLDBACK RELEASE REQUEST:

EMAIL: accountspayable@pembina.com

Please ensure the following:

- Email subject line includes PO Number, Supplier Name and 'Holdback Release';
- Completed and sworn statutory declaration form; and
- Statement of holdback monies payable, including applicable invoice numbers for reference.

PAYMENT TERMS:

Standard payment terms are 30 days and due date is calculated from receipt of invoice, NOT invoice date. Your terms may vary as per your agreement. Invoice payments are remitted electronically.

ACCOUNTS PAYABLE INQUIRIES:

EMAIL: Ap-inquiry@pembina.com

PHONE: 1-587-293-1715

Any statements or inquiries will be responded to in three (3) business days. **Invoices sent to this email will not be processed.**

VENDOR MAINTENANCE INQUIRIES:

EMAIL: Ap-inquiry@pembina.com

PHONE: 1-587-293-1715

For notices regarding information changes to supplier address or banking notices.

Pembina Pipeline Corporation

4000, 585 – 8th Avenue S.W., Calgary, Alberta Canada T2P 1G1

Telephone: (403) 231-7500 Fax: (403) 237-0254