

# INVOICING INSTRUCTIONS



*If any of the below information is missing from an invoice, the invoice will not be considered a proper invoice and 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 (**must match Purchase Order**)
- 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
- Reference work tickets/bills of lading numbers (if applicable)

### Additional Required Information for Non-PO:

- Contact Name and Email address of Pembina Representative

## EXAMPLES OF 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](mailto: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.

## PAYMENT TERMS:

Payment terms as per your Agreement.

Standard payment terms for Non-PO invoices is 30 days.

Payment Due date is calculated from receipt of a proper invoice, NOT invoice date.

Invoice payments are remitted electronically.

## ACCOUNTS PAYABLE INQUIRIES:

EMAIL: [ap-inquiry@pembina.com](mailto: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](mailto:ap-inquiry@pembina.com)

PHONE: 1-587-293-1715

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

## LIEN HOLDBACK RELEASE REQUEST:

Contact your Supply Chain Representative.

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Pembina Pipeline Corporation

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