

## Where to send your invoices



Send your invoices in PDF format to Accounts Payable at Pembina.com for faster service.



Alternatively, please mail to Pembina Pipeline Corporation, Attention: Accounts Payable, 4000-585 8th Avenue SW, Calgary, Alberta, T2P 1G1

## When to invoice



Invoice us at the end of each month.

Use your best efforts to invoice us regularly, and within 60 days of delivering the goods or completing the services.

Include all the goods provided or services completed during the period.

## When we will pay

We will pay you 30 days after we have received your invoice, so long as it has the correct information and back-up documentation.



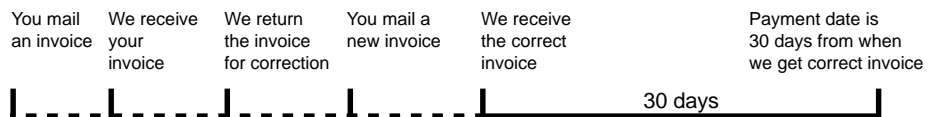
Remember: Payment date is calculated on receipt of invoice, not on invoice date. You must back up your invoice with documents that prove the goods or services were delivered, to avoid payment being delayed or even refused.



## Rejected invoices



If your invoice does not have the correct information, or supporting documentation (see page 2), we will have to return it to you. The 30 days payment term will then start from when we receive your corrected invoice.



## How we pay you



We pay you by Electronic Fund Transfer (EFT) or Automated Clearing House (ACH) only.

**Reference information to put on your invoice**

- Contact name
- Your company name & address including phone number & email address.
- Full Pembina Legal entity name – please refer to PO for details.
- Only one purchase order can be referenced per invoice.**
- Indicate the purchase order line item #.
- AFE # and project name.
- Unique identifying number - No duplicate invoice # will be accepted.
- Descriptions of goods/services - Location of services.
- Date of services.
- Rate, quantity and total.
- Discount (if available at ticket).
- Summary page of all tickets & amounts being invoiced.
- Signed packing slips.
- Signed service tickets.
- Progress report (for lump sum situations).
- Type of invoice – Progress or Milestone payment or Final invoice
- GST/HST/PST number
- Invoice date, Amount due, Currency

Notices of corporate name change and amalgamations; in accordance with Pembina Legal Standards require:

- Certificate of Amendment/Amalgamation or Name Change
- Updated Banking Information (Void Cheque or Bank Letter)
- Send the request to [legalnotices@pembina.com](mailto:legalnotices@pembina.com)