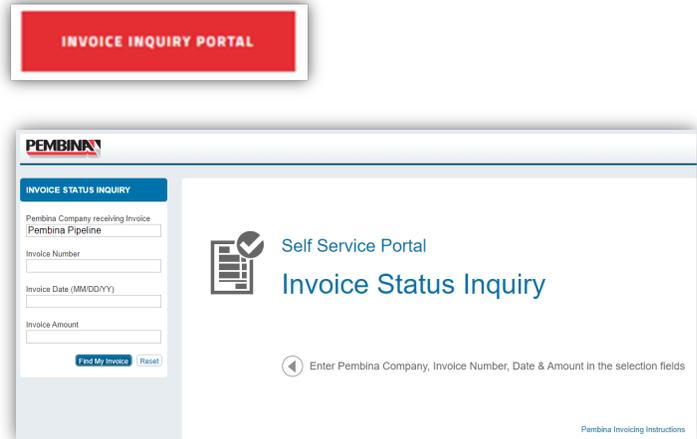


## USER GUIDE: VENDOR INVOICE INQUIRY PORTAL

### NAVIGATE TO THE INVOICE INQUIRY PORTAL

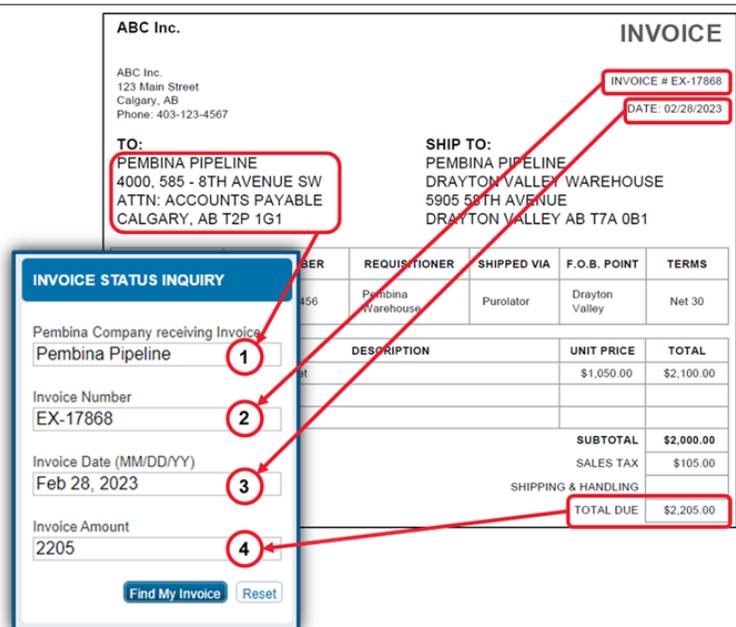
1. Go to Pembina.com > Operations > Suppliers  
<https://www.pembina.com/operations/suppliers>
2. Click **Invoice Inquiry Portal** to access the site.
3. Alternatively, go directly to Invoice Inquiry site  
<https://invoiceinquiry.hec.pembina.com/vim3s/index.html>
4. The portal will launch for invoice status inquiry.



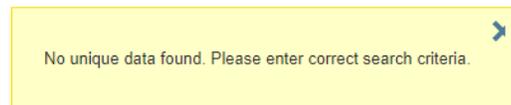
**DISCLAIMER:** Invoice Inquiry Portal only displays invoice transactions from the last two years based on the date of receipt by Pembina Pipeline Corporation. If you are inquiring about invoices dating back more than two years from today's date please contact [AP-Inquiry@Pembina.com](mailto:AP-Inquiry@Pembina.com)

### SEARCH FOR YOUR INVOICE

1. Select **Pembina Company receiving Invoice** (Pembina legal entity name) from the drop-down list.
2. Enter the **Invoice Number** exactly as it appears on your invoice.
  - Not case sensitive
3. Enter the **Invoice Date** in the following format (MM/DD/YY).
4. Enter the **Invoice Amount** (Gross Amount).
5. Click **Find My Invoice** to display the status.



**TIP:** If no result is found based on the data entered the following message will display. Please check your entries for accuracy. Invoices received outside the last two years will not display.



## INVOICE INQUIRY STATUS SEARCH RESULT

- The results will display the status of the invoice.

*In this example, the invoice was paid on March 30, 2023 in the amount of \$2,205 CAD.*

**INVOICE STATUS INQUIRY**

Pembina Company receiving Invoice  
Pembina Pipeline

Invoice Number  
EX-17868

Invoice Date (MM/DD/YY)  
Feb 28, 2023

Invoice Amount  
2205

[Find My Invoice](#) [Reset](#)

**ABC INC.** 1 ✓ PAID

**Invoice Status**

Invoice Number EX-17868  
Gross Amount 2,205.00  
Currency CAD  
Document Date Feb 28, 2023  
Terms of Payment Net 30 Days From Receipt of Invoice  
Due Date Mar 30, 2023  
Email Address remitpayment@abc123.ca

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**Payment Details**

Paid Amount 2,205.00  
Paid on Date Mar 30, 2023  
Paid Currency CAD

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**PO / DN Reference**

PO Number 4500123456

### INVOICE INQUIRY STATUS

### STATUS DESCRIPTION

 IN PROGRESS	Invoice has been received and is being processed.
 POSTED: SCHEDULED FOR PAYMENT	Invoice processing is completed. Invoice will be paid based on the Due Date.
 PAID	Invoice has been paid. Payment Details section will display paid amount, paid on date and the currency.
 REJECTED	Invoice not considered a proper invoice as per Pembina's Invoicing Instructions and has been rejected.