

Mancal Energy Inc. Invoice Submission Guidelines



To access the videos, please sign into **OpenInvoice**, navigate to the “?” at the top right corner of the screen and click **Resource Center**. In the **Resource Center**, go to **OpenInvoice Documents > Training Videos**. Please refer to **PO** related training videos for invoice submission instructions. Non-PO videos are also available to view at your convenience.

Invoice Data Fields - Header		
Screen Field Label	Description	Required
Customer	Select <i>Mancal Energy Inc</i>	Yes
Customer Site	See Site listing below	Yes
Department	See Department listing below	Yes
Invoice #	The invoice number should match the Invoice # in your accounts receivable system (Max 20 characters)	Yes
Date	Invoice Date from your accounts receivable system	Yes
Service Date	Required at line level	Yes
Contract	Select appropriate contract, if applicable	
Invoice Type	Original (standard Debit invoice) or Credit. The default is Original. For credits, a minus sign (-) must be place in the quantity field	Yes
Currency	Select currency for invoice (CAD)	Yes
Attachments	All applicable invoices must include field approved signed and coded backup tickets.	Yes
Description	WHO, WHERE WHY/WHAT – Enter Who requested, the Well/Lease/Facility name, and the General Description of the service/product supplied	Yes

Mancal Energy Inc. Invoice Submission Guidelines



Invoice Data Fields - Line Items		
Screen Field Label	Description	Required
AFE*	If an AFE has been provided to you, enter it here. If you do not know the number, you may search by the name using the search button to the right of the field	Yes
Cost Center*	If a Cost Center number has been provided to you, enter it here. If you do not know the number, you may search by the name using the search button to the right of the field	Yes
Location	Please verify that the district and field listed here relate to the area your service was performed or product was delivered	No
Major*/Minor*/Subcode	Define coding when provided	Yes
Operation Category	Leave blank unless provided	
Service Date	Service end date or product delivery date	Yes
Product/Service	Select the product/service you are providing from the list	Yes
Requisitioner	Client Contact/Requisitioner	
Charge Type	Populates automatically based on the Product/Service selected	Yes
Description (Product/Service)	Populates automatically based on the Product/Service selected. Add the full description for this product/service line item if the default value is generic	Yes
Quantity	Number of units or feet sold	Yes
Units	Units of measure (hours, each, day, feet, miles, etc.)	Yes
Rate	Service rate or product unit price	Yes
Discount	Item discount that applies (including early pay discounts); if no discount, enter 0	Yes
Tax	Check box if taxes apply and enter percentage	Yes

*Required if provided by CLIENT.

Mancal Energy Inc. Invoice Submission Guidelines



Sites & Departments:

Site	Remit to Department	Contact Details
Codeco-Vanoco	Codeco-Vanoco	Email: ap.calgary@mancal.com Tel: 403-231-7666
G&A	G&A - AP	Email: ap.calgary@mancal.com Tel: 403-231-7666
Mancal Energy Inc	Mancal Energy Inc - AP	Email: ap.calgary@mancal.com Tel: 403-231-7666

Sites & Departments list effective **January 9th, 2022**. For most up to date list of **Remit Departments** along with **Contact Information** please log in to openinvoice.com (**Production**) or onboard.openinvoice.com (**Onboard Environment**) click on **Corporate >> Customer Management**.

Screenshot:



Table Term	Definition
Customer	Operator Name
Site	Operator Site Name (Equivalent to "Site" in table outlined above.)
Department	Operator Invoice Remit Department (Equivalent to "Remit to Department" in table outlined above.)
Contact Info	Questions related to Integration Testing or Invoice Requirements should be directed to "Contact Info". (Equivalent to "Contact Details" in table outlined above.)

Mancal Energy Inc. Invoice Submission Guidelines



Integration Details:

Buyer Information:

DUNS # = 256861436

PIDX Tag = InvoiceProperties.PartnerInformation.PartnerIdentifier partnerIdentifierIndicator="DUNSNumber"

Sites & Departments (see listing above)

PIDX Tag = InvoiceProperties.PartnerInformation.ContactInformation.ContactName

Example:

```
<pidx:ContactInformation contactInformationIndicator="BuyerDepartment">
  <pidx:ContactName>Accounts Payable</pidx:ContactName>
</pidx:ContactInformation>
```

PIDX Data Requirements

Screen Field Label	Description	PIDX XMLTag	PIDX Format
Header Description	Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease. Enter the original invoice number for credit invoice.	Invoice.InvoiceProperties.Comment	Text
AFE*	AFE	InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber	Text
Cost Center*	CC	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter	Text
Location	Lease/Well/Plant	InvoiceDetails.InvoiceLineItem.JobLocationInformation.WellInformation.WellIdentifier	Text
Contract	Contract Number	InvoiceProperties.ReferenceInformation.ContractNumber	Text

Mancal Energy Inc. Invoice Submission Guidelines



Screen Field Label	Description	PIDX XMLTag	PIDX Format
Major*/Minor*/Subcode	Major/Minor	InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorGeneralLedgerCode	Formula that you set in OI. EX: XXXX.XXX
WO Number	Work Order	InvoiceDetails.InvoiceLineItem.ReferenceInformation.JobNumber	Text
Asset Number	Asset Number	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CustomerAccountingReference	Text
PO Number	Purchase Order Number	InvoiceDetails.InvoiceLineItem.PurchaseOrderInformation.PurchaseOrderNumber	Text
PO Line #	Purchase Order Line Number	InvoiceDetails.InvoiceLineItem.PurchaseOrderLineItemNumber	Text
FT Number	Field Ticket Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketNumber	Only one FT number is supported via B2B
FT Line Number	Field Ticket Line Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketLineNumber	Only one FT line number is supported
Requisitioner	Person who requested the work	InvoiceDetails.PersonnelInformation.PersonnelName	FirstName LastName
Service Date From	Start Date of Service - Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodStart	YYYY-MM-DDTHH:MM:SS
Service Date To	End Date of Service – Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodEnd	YYYY-MM-DDTHH:MM:SS

***Required if provided by CLIENT.**

Requisition Example:

```
<pidx:PersonnelInformation>
  <pidx:PersonnelName>John Smith</pidx:PersonnelName>
  <pidx:Comment>Requisitioner</pidx:comment>
</pidx:PersonnelInformation>
```

Mancal Energy Inc. Invoice Submission Guidelines



Test Data

Field Label	Value
AFE	22D005
CC	400674