

Obsidian Energy Ltd. Invoice Submission Guidelines



NOTICE TO VENDORS INVOICING INSTRUCTIONS

All Invoices **MUST HAVE** Proper Information

We value the services you provide us and are working hard to provide payment in a timely manner. To support this process, ALL INVOICES must include the following legible information:

- ❑ Name of the Obsidian Energy employee / representative who will be approving your invoice. This will be identified on the field stamp.
- ❑ Accounting GL coding as provided by the Obsidian Energy Employee or Representative.
- ❑ AFE (Approval for Expenditure) or Cost Centre Number(s).
- ❑ Full legal description, (including UWI) and name of the location where the work was performed.
- ❑ **All invoices must be supported by a signed Work/Field Ticket that has a completed field stamp on each ticket. Each stamp should include the following:**
 - UWI or LSD/NTS location
 - Printed name of signor
 - Accounting GL coding with Cost Center(s), AFE, or Work Order #
 - Name of Invoice Approver

Invoice Header Example:

Invoice	Invoice Date: Wednesday, July 11, 2018
	Purchase Order #:
	AFE #: A18330037
	Cost Code #: Major:335
	GL Account #: Minor:1011
	Work Order #:
	LSD #: 11-22-49-9 W5

Obsidian Energy Ltd.
200, 207 - 9th Avenue SW
Calgary, AB
T2P 1K3
Attn: Facilities Engineering and Construction

Stamp Example:

Obsidian Energy 200, 207 - 9th Avenue SW, Calgary, AB T2P 1K3			
CC / AFE	MAJOR	MINOR	AMOUNT
			\$
			\$
Work Order (if applicable must be attached)			
Acknowledged by:		Your Name PRINTED	
		<small>Please Print</small>	
Approver Name:		The Approvers Name	
		<small>Please Print</small>	

Note: Obsidian Energy Ltd accepts invoices through OpenInvoice. Any invoices without the proper information will be returned with a request to re-submit with the required information. This process will result in payment delays. Obsidian Energy Ltd. payment terms are 60 days upon receipt of invoice.

For more general invoice information, please contact AccountsPayable@obsidianenergy.com.

For OpenInvoice support, please contact openinvoicesupport@oildex.com or 1-866-627-3287. Available Monday - Friday 7:00 AM (MT) through 5:00 PM (MT)