

# OpenInvoice: Invoicing SECURE Energy

**SECURE  
ENERGY**

Kerrobart Crude Oil Terminal



# Introduction

## *Welcome to OpenInvoice!*

This PDF was created to provide a simple step-by-step process to invoice **SECURE ENERGY** through OpenInvoice.

In a nutshell, here's what we're looking for:

- » A one-line invoice (keep any detail on your PDF invoice as usual)
- » GST (no other taxes)
- » PDF document attached that you normally email to us
- » Some basic information in the header description box (such as the approver or requisitioner's name, and any other specific coding that has been provided)

# Initial Account Configuration - Part 1

①

Corporate ▼ Membership ▼ Reports ▼	
Corporate	Electronic Documents
Sites	Company Codes & Defaults
Taxes	Customer Codes
Product/Service Catalog	
Auto Numbering	
Reference Data	
Company Preferences	
Statutory Holidays	

If you are using OpenInvoice to invoice for the first time, you will need to setup a product/service in your catalog.

1. Go to the [Corporate](#) menu and click on [Product/Service Catalog](#).

# Initial Account Configuration - Part 2

> Corporate > Product/Service Catalog

## Product/Service Catalog

2

Add Item

Import

Export

All Customers

Part # / Item ID	Category	Description
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⚠ No Product/Services found

You may already have items listed here, but you will likely need to add one specific to **SECURE ENERGY**.

2. Click on [Add Item](#).

# Initial Account Configuration - Part 3

- 3. Enter a brief item name (Item ID) that broadly encompasses the service that your company either provides, or specifically provides to **SECURE ENERGY**.
- 4. Enter a category name that is appropriate for the item, or just copy the Item ID.
- 5. Enter a more detailed item description, or just copy the Item ID.
- 6. If your service consistently charges out at a specific rate per hour, you are welcome to enter a rate in the List Price field, and hour or each in the Units field. If not, leave both blank.
- 7. Leave this as One-Time and Recurring.
- 8. Switch this from Public to Private.
- 9. Click Save.

 Home Invoice ▾ Receipt ▾ Corporate ▾ Membership ▾ Reports ▾

> Corporate > Product/Service Catalog

Add Item

Part # / Item ID

③ Mud Transportation and Consulting

Category

④ Mud Consulting

Description\*

⑤ Mud Transportation and Consulting

List Price/Units

⑥ e.g. 125.50 / ⑥

OI Receipt Charge Type

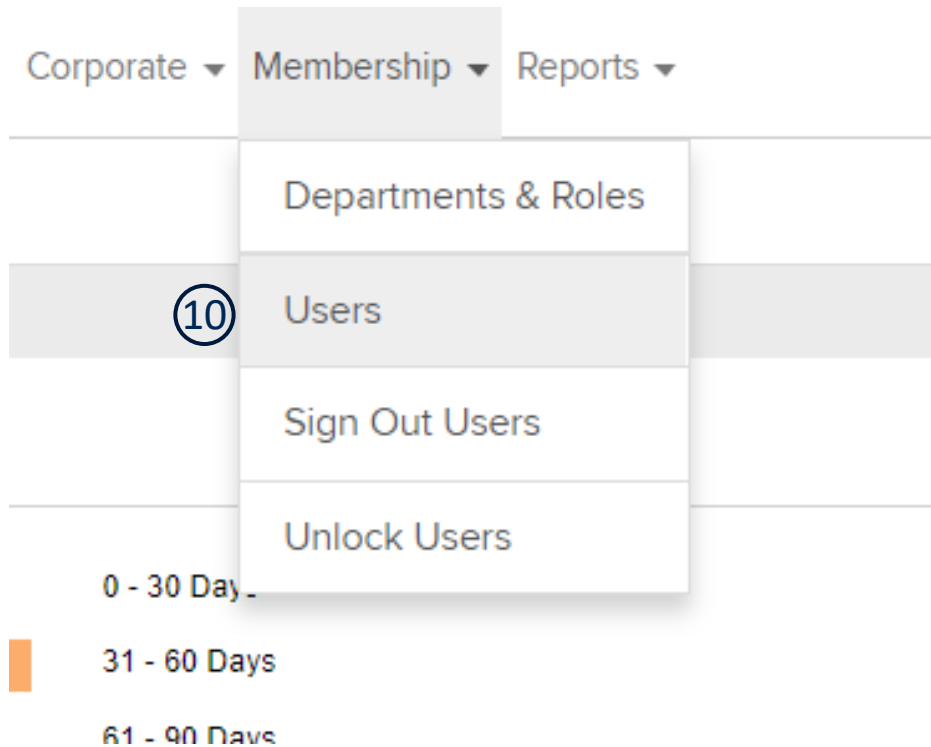
⑦ One-Time and Recurring ▾

Public ⓘ

⑧ NO

⑨ Save Cancel

# Initial Account Configuration - Part 4




Please enable the required settings in your user profile so that you will be notified properly if **SECURE ENERGY** approves or disputes an invoice you have submitted.

10. Go to the [Membership](#) menu and click on [Users](#).

# Initial Account Configuration - Part 5

11. Find and click on either your first or last name in the list of users to access your profile settings.

0 of 1 users selected.

<input type="checkbox"/>	Active	Last Name	First Name	Username	Email	Phone	Invoice	Authorization Levels	Account Status	Last Sign In	Created Date	
<input type="checkbox"/>	✓	Herauf	Ally	AHeraufAP	aherauf@secure-energy.com				Current	02/19/2020	10/11/2018	

1 record found.

# Initial Account Configuration - Part 6

Summary

Profile

12 Preferences

Security Questions

Change Password

Message Center Preferences

Message Type	Subscribe	Email
Disputed Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completed Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transactions Enabled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Buyer Communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Auto-cancelled Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security Warning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Email Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Catalog & Price Book	<input type="checkbox"/>	<input type="checkbox"/>
Oildex Communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Other Preferences

Preferred Language: English

Receive Outage Notifications: ☐

Receive Messages by email: ☒ 13

Receive PO Notification: ☐

Receive email on invoices requiring my action: ☒ 13

Only include invoices received within last 24 hours: ☐

Receive Receipt Notifications: ☐

14

Submit

Cancel

12. Click on the [Preferences](#) tab.

13. Under preferences, ensure that both **Receive Messages by email**, and **Receive email on invoices requiring my action**, are checked off.

14. Click [Submit](#).



# Creating and Submitting Your First Invoice - Invoice Type

Invoice ▼ Receipt ▼ Corporate ▼ Membership ▼ Reports ▼

Create Invoice	Manage Invoices
15 Create Invoice	Unsubmitted Invoices
Create Invoice From File	Templates
Image Invoice Upload	Invoice Search
Image Invoice Processing	

Now you’re ready to create and submit your first invoice to SECURE Energy.

15. Go to the [Invoice](#) menu and select [Create Invoice](#). Please use this invoice format only, **not** image invoice.

# Creating Your First Invoice - Customer Department



Home Invoice ▼ Receipt ▼ Corporate ▼ Membership ▼ Reports ▼

> Create Invoice > Create Invoice

## Create Invoice

16

Supplier Site:

Calgary

Customer Name:

Secure Energy Services

Customer Site:

--Please Select--

Customer Department:

--Please Select--

Creation Options:

SECURE Drilling Services USA LLC - MAEU  
SECURE Energy (Drilling Services) Inc - MAEC  
SECURE Energy -FLIS  
SECURE Energy Services Inc - SESC  
SECURE Energy Services USA LLC - SESU

Next >>

16. Select the **SECURE ENERGY** division (Customer Site) that you are doing the work for.

**If you are unsure, please contact the SECURE ENERGY employee who ordered the work and ask them to clarify for you.**

Choosing the wrong site will cause invoice delays and may cause the invoice to be disputed.

Customer Department will default to Accounts Payable by design.

# Creating Your First Invoice - How to Pick the Right Site

The names of our sites (in order) are:

- » Drilling Services US: MAEU
- » Drilling Services Canada: MAEC
- » Onsite Services Canada: FLIS
- » Midstream Canada: SESC
- » Midstream US: SESU

If someone has given you one of these names to use, then you can use it to translate to the official legal name in the dropdown.

17. Sometimes the right site can be determined by the remit to address you have been given. Please reference the address as per the below sites.

**If in doubt, please contact your SECURE Energy approver/requisitioner.**

17	SECURE Drilling Services USA LLC – MAEU	Site	5807 Front Street West, Williston, ND 58801, US
	SECURE Energy (Drilling Services) Inc - MAEC	Site	2300, 225 6 Avenue SW, Calgary, AB T2P 1N2, CA
	SECURE Energy - FLIS	Site	120, 8832 Blackfoot Trail SE, Calgary AB T2J 3J1, CA
	SECURE Energy Services Inc – SESC	Site	2300, 225 6 Avenue SW, Calgary, AB T2P 1N2, CA
	SECURE Energy Services USA LLC – SESU	Site	5807 Front Street West, Williston, ND 58801, US

# Creating Your First Invoice – Routing Codes

Existing Vendors of <b>Secure Energy Services Inc.</b>	Existing Vendors of <b>Tervita Corporation – Energy Services business</b>	Existing Vendors of <b>Secure Energy (Onsite Services) Inc.</b>	Existing Vendors of <b>Tervita Corporation - Industrial Services business</b>	Existing Vendors of <b>Secure Energy (Drilling Services) Inc.</b>
<ul style="list-style-type: none"> <li>• Full-Service Terminals</li> <li>• Landfills</li> </ul>	<ul style="list-style-type: none"> <li>• Treatment, Recovery, Disposal sites &amp; Caverns</li> <li>• Landfills</li> <li>• Onsite Services (long term, oil sands)</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Services</li> <li>• Projects</li> <li>• CleanSite</li> </ul>	<ul style="list-style-type: none"> <li>• Waste Services</li> <li>• Metals Recycling</li> <li>• Environmental Services</li> <li>• Water Services (Dredging, Dewatering)</li> </ul>	<ul style="list-style-type: none"> <li>• Production Services</li> <li>• Drilling Services</li> <li>• Water Services (Drill Site Centrifuges, Filtration, Frac Ponds, Pumping)</li> </ul>
Now vendors of / Address invoice to: <b>Secure Energy Services Inc.</b> 2300, 225 - 6 Avenue SW Calgary, AB T2P 1N2		Now vendors of / Address invoice to: <b>Secure Energy</b> 120, 8832 Blackfoot Trail SE Calgary, AB T2J 3J1		Now vendors of / Address invoice to: <b>Secure Energy (Drilling Services) Inc.</b> 2300, 225 - 6 Avenue SW Calgary, AB T2P 1N2
Include Invoice Routing Codes SESC (Secure)      SESC365 (Legacy Tervita)		Include Invoice Routing Codes FLIS (Secure Onsite)      FLIS365 (Legacy Tervita)		Include Invoice Routing Codes MAEC

Existing Vendors of <b>Secure Energy Services USA LLC</b>	Existing Vendors of <b>Secure Drilling Services USA LLC</b>
<ul style="list-style-type: none"> <li>• Full-Service Terminals</li> <li>• Landfills</li> </ul>	<ul style="list-style-type: none"> <li>• Production Services</li> <li>• Drilling Services</li> <li>• Water Services (Drill Site Centrifuges, Filtration, Frac Ponds, Pumping)</li> </ul>
Now vendors of / Address invoice to: <b>Secure Energy Services USA LLC</b> 5807 Front Street West, Williston, ND 58801, US	
Include Invoice Routing Codes SESU      MAEC	

# Creating Your First Invoice – General Information



Home Invoice ▾ Receipt ▾ Corporate ▾ Membership ▾ Reports ▾

> Create Invoice > Invoice

Buyer

## Secure Energy Services

SECURE Energy Services Inc - SESC  
Attn: \*Accounts Payable - SESC  
205 - 5th Ave. SW  
Calgary, Alberta  
Canada  
T2P 2V7

Supplier

## 1391952 Alberta Ltd.

Calgary  
#311-2416 Erlton St. SW  
Calgary , Alberta  
Canada  
T2S 3B7  
403-542-1942

General Information

Invoice Number: **18** Test1234

Invoice Type: Original Invoice ▾

Submission Type: Direct Entry

Status: New

Routing Code:

Invoice Date: 02/23/2018 MM/DD/YYYY

Currency: **19** CAD - Canadian Dollar ▾

Invoice Amount: 0.00

Remit Amount: 0.00

Description: **20** Project work at Grande Prairie for Jan 2018  
Attn: Kevin Lay  
AFE: ITEXC-C-01 Site: GPLF  
PO: 123455 Project ID: D1234678  
Job #: 12345

Next >>

18. Ensure the Invoice Number matches the invoice number on your PDF copy, but please **do not include any spaces** in your invoice number.

19. Double-check that you have the right Currency as listed on PDF.

20. Please include in the Description: Brief description of what the invoice is for and the **full name** of your approver or requisitioner at **SECURE ENERGY**. **Your invoice may be disputed if you do not include your approver or requisitioner.**

**Include any other coding** that you were given (if any), which should also be on your PDF copy. This may include: AFE, PO, Job #, Site, Project ID, or other.



# Creating Your First Invoice - Invoice Line Item Detail



Home Invoice ▾ Receipt ▾ Corporate ▾ Membership ▾ Reports ▾

> Create Invoice > Invoice > Line Item

Line Item 1 of 1 - Invoice # Test1234 - 02/23/2018

Service Date From: **21** 01/01/2018  Service Date To: **21** 01/31/2018 

Product/Service: Mud Transport and Consulting (Consulting) - Mud Transport and Consulting 

**22** Description: Mud Transport and Consulting

Pricing:

Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
 Catalog		CAD	N/A	N/A	N/A	N/A

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
<b>23</b> 1		10000	10,000.00	0.00	CAD	10,500.00

Taxes:

Tax Type	EP Eligible	Exempt Code	Tax Number	Tax Description
<b>24</b> GST <input checked="" type="checkbox"/> 5.00	<input type="checkbox"/>		811227016RT	Goods and Services Tax

Description (Mandatory):  
Unit ID: --Please Select--  
AFE/Project ID:  
PO Number:  
GL/BU/Location:

Project Category: --Please Select--  
Item #: --Please Select--

Next >> Add Line Item Cancel

21. Enter Service Date start and end, if applicable.

**22. A single invoice line**, showing a Product/Service, and Description that encompasses the service that you are providing **SECURE ENERGY**.

23. Either a per unit rate and quantity (if applicable), or a quantity of 1, and a rate that equals the **total on the invoice less GST**. **SECURE ENERGY** does not want or need any taxes (other than GST) broken out. If you break out other taxes, we may dispute the invoice back to you.

24. If you are charging GST on your invoice, please check the GST box.

**Do not fill out any coding fields.  
Leave blank.**

# Creating Your First Invoice - Taxes



Home Invoice ▾ Receipt ▾ Corporate ▾ Membership ▾ Reports ▾

> Create Invoice > Invoice > Line Item

Line Item 1 of 1 - Invoice # Test1234 - 02/23/2018

Service Date From: 01/01/2018  Service Date To: 01/31/2018 

Product/Service: Mud Transport and Consulting (Consulting) - Mud Transport and Consulting 

Description: Mud Transport and Consulting

Pricing:

Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
 Catalog		CAD	N/A	N/A	N/A	N/A

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
1		10000	10,000.00	0.00	CAD	10,500.00

Taxes:

Tax Type	EP Eligible	Exempt Code	Tax Number	Tax Description
25 GST <input checked="" type="checkbox"/> 5.00 <input type="checkbox"/>	<input type="checkbox"/>		811227016R1	Goods and Services Tax

Description (Mandatory):  Project Category: --Please Select-- ▾

Unit ID: --Please Select-- ▾ Item #: --Please Select-- ▾

AFE/Project ID:  

PO Number:  

GL/BU/Location:

Next >>

Add Line Item

Cancel

25. Instead of breaking out taxes (other than GST), please include any other taxes that you may be charging (PST, etc) into your subtotal.

**Please note that you will need to manually change the GST dollar amount to reflect the amount on your PDF, to ensure you are not charging GST on top of the other taxes.**

It may look like the GST percentage is less than 5%, but this is fine if the GST amounts match.

# Creating Your First Invoice - Invoice Attachment

## Attach File

### Attachment File Size:

It is important to have your attachment file sizes as small as possible. This reduces the time it takes you to upload

- 1) Color - should be set to "black and white" with no grey scale.
- 2) Resolution - this is the measure in dots per inch and should be set to 125 DPI.

OpenInvoice support suggests that each scanned page should be less than 100,000 bytes. If you are having trou

Please specify the file you would like to attach to this document.

File Location:

Choose file No file chosen

Attachment Description:

26

Next >>

Add Another

Cancel

26. Ensure that you attach the PDF copy of your invoice, **showing any coding that you were provided with**, and including any other backup documentation required /requested.

If you are doing work based on a PO, you need to include the full PO document along with your invoice **(all within the same PDF file please)**.

**Please only use PDF files**, as some other file types break our system. We will dispute the invoice if the PDF file is missing.

# Creating Your First Invoice – Finished Product

## General Information

Invoice Number: Test1234 Invoice Date: 02/23/2018 MM/DD/YYYY  
Invoice Type: Original Invoice Currency: CAD - Canadian Dollar  
Submission Type: Direct Entry Invoice Amount: 10,500.00  
Status: Saved Remit Amount: 10,500.00

Description: Project work at Grande Prairie for Jan 2018 Attn: Kevin Lay AFE: ITEXC-C-01 Site: GPLF PO: 123455 Project ID: D1234678 Job #: 12345


Edit Header

Contact

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Summary

Quick Edit

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1.	01/01/2018	01/31/2018	Mud Transport and Consulting	Mud Transport and Consulting	1.00		10,000.00	10,000.00	(0.00%)	10,000.00	
									Subtotal:	10,000.00	0.00	10,000.00
									Total GST (#811227016RT0001):		500.00	
									Total Amount:	CAD 10,500.00		

Add Line Item

27. The finished invoice should be a **single line invoice, with GST (only) broken out** (if applicable). Please ensure that:

- » The total amount matches the total amount on your PDF
- » The GST total matches the GST total on your PDF
- » The date matches the date on your PDF
- » The invoice number matches the invoice number on your PDF

**We will dispute the invoice back to you if any of these do not match.**

# All Done

## ***YOU'RE ALL DONE!***

Thank you very much for doing business with **SECURE ENERGY!**

If you require further assistance, either with the vendor onboarding process, account setup and access to invoice SECURE, or issues with your first few invoices please [contact Vendor Management](#)