NTE Energy Canada Ltd.
Quick Reference Guide
Invoice Submission Requirements
Date Last Updated: 11/27/2025

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide Suppliers with NTE Energy Canada Ltd.'s (NTE) invoice submission requirements.

When to Use

This QRG should be used when submitting invoices via OpenInvoice or Accounts Payable.

To ensure your invoices are processed as quickly as possible, please provide ALL the information requested. Following these requirements ensures your invoice is processed efficiently and avoids disputes and delays in payment.

Invoices submitted without the required information will be rejected by NTE and returned to the Supplier for resolution. Disputed invoices are the responsibility of the Supplier to correct and resubmit or cancel. Contact your NTE representative who requested the goods and/or services to obtain any missing information prior to resubmitting an invoice.

Invoice Requirements

Every invoice submitted to NTE must be legible, not contain handwritten information, and meet the minimum standards required by tax authorities (ie. Canada Revenue Agency).

For Suppliers required to submit invoices via OpenInvoice, refer to NTE's OpenInvoice Submission Guidelines.

Questions about invoice requirements and submissions can be directed to NTE's Accounts Payable department: accounts.payable@nt-energy.ca

Invoice Header
• Must be clearly labelled either "Invoice" or "Credit"
• Invoice number (must be unique)
• Credit invoices must also have a unique number and reference the original invoice number
• Invoice Date: Any invoice older than six (6) months may be disputed when the approver is no longer valid or cannot validate the charges
• Correct NTE legal entity name: ○ NTE Energy Canada Ltd. ○ NTE Discovery Park Ltd.
• NTE Bill To Address ○ Suite 800, 700 9th Avenue SW | Calgary, Alberta | T2P 3V4
• Supplier name and remittance address(es): ○ Legal entity name ○ Remit to address ○ Contact information, including email address
• Delivery Site: ○ Calgary ○ Horn River / GSA – Fort Nelson ○ LP2 – Rocky Mountain House – Willesden Green ○ LP3 – Grande Prairie – Wapiti ○ Discovery Park
• Invoice Contact: Specify the NTE representative, invoice contact or approver.
• Invoice amount and currency (CAD or USD only)
• Applicable taxes: ○ Invoice amount pre-tax ○ Tax breakdown, specifying amounts for GST, PST, VAT (where applicable) ○ Total amount including taxes
• GST/PST/HST number (where applicable)

Invoice Line Item Details
• Goods and/or Services delivery dates
• Description of the goods and/or services provided

• Invoiced items must be itemized to match PO/contract (where applicable) including:
  ○ Quantity
  ○ Number of Units
  ○ Rates
  ○ Unit Prices

• Purchase Order (PO): Where a Purchase Order number was provided to the Supplier, the invoice should reference the Purchase Order number.
• Valid AFE # or Cost Center and major/minor coding

Supporting Documentation
• All available documentation that provides evidence and justification for the charges should be attached with invoice submission.

• This includes, but is not limited to:
  ○ A copy of the invoice from the Supplier's Accounting system
  ○ Bill of Lading
  ○ Delivery Slip
  ○ Work Order
  ○ Field Tickets – Signed by an NTE representative
  ○ Timesheets
  ○ Original receipts for travel expenses

-- END OF DOCUMENT --