


To access the videos, please sign into OpenInvoice and click **Resource Center** at the top right corner of your screen. In the Resource Center, go to **OpenInvoice Documents > Training Videos**.

Invoice Data Fields - Header		
Screen Field Label	Description	Required
Customer Name	Select <b>Paramount Resources Ltd</b>	Yes
Customer Site	See <b>Site</b> listing below. This will provided and confirmed by an Paramount Representative	Yes
Customer Department	See <b>Department</b> listing below. This will provided and confirmed by an Paramount Representative	Yes
Invoice #	The invoice number should match the Invoice # in your accounts receivable system. NOTE: Special characters and spaces are not allowed. Maximum 20 characters.	Yes
Invoice Date	<b>Invoice Date</b> from your accounts receivable system	Yes
Service Date	Required at line level	Yes
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 the appropriate currency; this field defaults to Canadian Dollar	Yes
Description	Enter WHO, WHERE, WHY/WHAT: <ul style="list-style-type: none"> <li>• Paramount Representative First and Last Name requesting service(s) / product(s)</li> <li>• Location/UWI - Enter the location's legal description</li> <li>• General description of service(s) / product(s)</li> </ul> NOTE: Reference the original invoice number for credit invoice.	Yes

Refer to the contact details for buyer questions.

Invoice Data Fields - Line Items		
Screen Field Label	Description	Required
PO	If a Purchase Order was issued for the work, enter the Purchase Order; otherwise, leave blank	
PO Line	If a Purchase Order was issued for the work, enter the PO Line; otherwise, leave blank	
Service Date	Enter the correct Service Date From and Service Date To	Yes
Product/Service	Select the product/service you are providing from the list	Yes
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 particular product/service line item if the default value is generic	Yes
Tickets	You <b>must</b> enter a Ticket # if applicable	
Quantity	Enter the item quantity	Yes
Units	Units of measure (hours, each, day, feet, miles, etc.)	Yes
Rate	Enter the list price per unit of measure	Yes
Discount	Item discount that applies (including early pay discounts); if no discount, enter 0	Yes
Taxes	Check box if taxes apply and enter correct percentage	Yes
VOL	If Volumes need to be represented in the Invoice, enter here; otherwise, leave blank	
WO	If a Work Order was issued for the work, enter the Work Order; otherwise, leave blank	
AFE	If an AFE has been provided to you, enter it here NOTE: this field has a maximum limit of 10 characters	Yes
Cost Center	If a Cost Center number has been provided to you, enter it here NOTE: this field has a maximum limit of 10 characters	Yes
Location	Populates automatically based on the AFE/Cost Center. Please verify that the district and field listed here relate to the area your service was performed or product was delivered	Yes
AFE Owner	Populates automatically based on the AFE entered	
Major/Minor/NA	Define coding when provided	Yes

Invoice Data Field - Other		
Attach File 	All invoices must include applicable backup in the form of a work order, field ticket, packing slip or timesheet.	Yes

Refer to the contact details for buyer questions.

## Sites & Departments:

Site	Remit to Department	Contact Details
PR110 – Corporate Planning	PR110 – Corporate Planning	Vendorrelations@paramountres.com
PR120 – Land	PR120 – Land	
PR130 – Legal	PR130 – Legal	
PR140 – Information Services	PR140 – Information Services	
PR150 – Office Services	PR150 – Office Services	
PR160 – People Operations	PR160 – People Operations	
PR170 – Midstream, Marketing and JV	PR170 – Midstream, Marketing and JV	
PR180 – Finance	PR180 – Finance	
PR210 – Drilling and Completions	PR210 – Drilling and Completions	
PR220 to PR224 – Engineering	PR220 – HSE PR221 – ARO PR222 – Facilities PR223 – Integrity PR224 – Supply Chain	
PR230 – Production/Operational Engineering	PR230 – Production/Operational Engineering	
PR240 to PR242 – Operations	PR240 – Operations – Kaybob Region PR241 – Operations – Grande Prairie Region PR242 – Operations – Central, NW AB&BC Region	
PR250 – Development	PR250 – Development	
PR260 – Upstream Planning	PR260 – Upstream Planning	
PR310 to PR313 – Field Operations	PR310 – Central PR311 – Kaybob PR312 – Grande Prairie PR313 – Zama	

Refer to the contact details for buyer questions.

## Integration Details:

### Buyer Information:

DUNS # = 241197748

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 Paramount Representative First and Last Name requesting service/product. Description of product/service delivered. Rig/location, well/lease. Enter the original invoice number for credit invoice.	Invoice.InvoiceProperties.Comment	Text
PO Number*	Purchase Order Number	InvoiceDetails.InvoiceLineItem.PurchaseOrderInformation.PurchaseOrderNumber	Text

Refer to the contact details for buyer questions.

Screen Field Label	Description	PIDX XMLTag	PIDX Format
<b>PO Line #*</b>	Purchase Order Line Number	InvoiceDetails.InvoiceLineItem.PurchaseOrderLineItemNumber	Text
<b>Service Date From*</b>	Start Date of Service - Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodStart	YYYY-MM-DDTHH:MM:SS
<b>Service Date To*</b>	End Date of Service – Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodEnd	YYYY-MM-DDTHH:MM:SS
<b>FT Number</b>	Field Ticket Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketNumber	Only one FT number is supported via B2B
<b>FT Line Number</b>	Field Ticket Line Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketLineNumber	Only one FT line number is supported
<b>AFE*</b>	AFE	InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber	Text
<b>Cost Center*</b>	CC	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter	Text
<b>Location*</b>	Lease/Well/Plant	InvoiceDetails.InvoiceLineItem.JobLocationInformation.WellInformation.WellIdentifier	Text
<b>Major/Minor/NA*</b>	Major/Minor	InvoiceDetails.InvoiceLineItem.ReferenceInformation.OperatorGeneralLedgerCode	Formula that you set in OI. EX: XXXX.XXX

**\*Required if provided by CLIENT.**

## Test Data

<b>Site: *PR180 – Finance</b>			
<b>Department: PR180 - Finance</b>			
Field Label	Value	Major	Minor
AFE	17A730033	9220	792
Cost Center	W19435	9470	613

Refer to the contact details for buyer questions.

## LIDO CSV Data Requirements

Screen Field Label	Description	LIDO CSV Column	CSV Format
<b>Header Level Description*</b>	Required: WHO, WHERE, WHY/WHAT – Paramount Representative First and Last Name requesting service/product. Description of product/service delivered. Rig/location, well/lease. Enter the original invoice number for credit invoice.	3 - InvoiceDescription	Max 2000 Characters
<b>PO Number*</b>	PO Number	18 - PO Number	text
<b>PO Line Number*</b>	Purchase Order Line Number	40 - PurchaseOrderLineNumber	
<b>Service Date From*</b>	End Date of Service - Mandatory for each invoice line item	41 - ServiceDateFrom	YYYY-MM-DD
<b>Service Date To*</b>	Start Date of Service - Mandatory for each invoice line item	17 - ServiceDate	YYYY-MM-DD
<b>Field Ticket Number</b>	Field Ticket Number that applies to each charge	39 - FieldTicketNumber	Only one field ticket number is supported per line
<b>Field Ticket Line Number</b>	Filed Ticket Line Number	Not Supported in LIDO	
<b>AFE*</b>	AFE Number	20 – AFENumber	
<b>CC*</b>	Cost Center Number	21 – CostCenterNumber	
<b>Major/Minor*</b>	Major/Minor	33 - OperatorCoding	Major.Minor eg: XXXX.XXX

\*Required if provided by CLIENT.

Refer to the contact details for buyer questions.