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## **Sinopec Daylight Energy Supplier Invoicing Standards**

Listed below are the invoice requirements for billing Sinopec Daylight Energy. These requirements are necessary to ensure timely processing of invoices. Please ensure the requirements are clearly presented on invoices.

- Supplier Name and Address (Street/PO Box and **email**)
- Supplier Contact name and telephone number
- Sinopec Daylight assigned Vendor number (as provided by the Sinopec requestor of the materials and or services)
- Sinopec Daylight Energy contact name (requestor's name if possible)
- Unique invoice number
- Invoice Date
- Tax amount divided into categories as required (for example, GST, PST, HST)
- GST registration number (if supplier is a GST registrant)
- Description and dollar amount (excluding tax) of each individual charge (specify the materials or services attributed to each amount)
- Invoice subtotal amount (pre-tax total)
- Total Invoice amount (subtotal amount + tax amount)
- Invoice currency.

In addition suppliers must also provide **coding information:**

- General Ledger account
- AFE number / Cost Center
- Unique Well Identifier (UWI)
- Field Stamp Authorization

**Note:** Coding information should be provided to you by the Sinopec employee/requestor requesting the materials and/or services.

**Note:** Accounts Payable **returns/disputes** all supplier invoices not meeting the criteria as outlined in this document.

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## **Invoice Submission**

### **ADP Open Invoice (preferred method)**

Email invoices (PDF format) to [accountspayable@sinopeccanada.com](mailto:accountspayable@sinopeccanada.com)

Limit one invoice per email with all relevant backup information

### **Regular Mail:**

Sinopec Daylight Energy Ltd.  
Calgary Place RPO  
P.O. Box 20035  
Calgary, Alberta T2P 4J2