

May 2016

We work hard to ensure timely payment of all invoices, but will place invoices in compliance to our process in priority sequence. All goods and services procured by Veresen must be received prior to invoice processing and payment.

Materials/Goods – A Packing Slip that lists the item description and quantity must accompany the materials or goods being delivered to a Veresen location.

Services – All contractors are required to create a Service Ticket or Timesheet and provide it to your Veresen Contact. Details of the services provided (hours, rates, and any incidental expenses as per the agreement) must be included. A copy of the invoice may also be used with the watermark COPY. On page two a template for a Veresen Service Ticket/Timesheet is provided if needed.

All Invoices – Submission of all invoices should be sent via email to Accounts Payable at invoices@vereseninc.com (PDF is the preferred format). Ensure the billing address on all invoices is:

Suite 900, Livingston Place, South Tower
222 – 3rd Avenue SW
Calgary, AB T2P 0B4
Attention: Accounts Payable

For Purchase Order Invoices

All invoices assigned to a Veresen Purchase Order (PO) must contain the following information:

- The PO Number provided to you by your Veresen Contact
- The Veresen Contact Name (listed as Purchasing Group on PO)
- The Item Number (as listed on PO)
- Your GST/HST/Tax ID number

Please include applicable backup documentation with your invoice. This could include a Work Order, Service Ticket, Timesheet or a description of services provided.

For Non-Purchase Order Invoices

If no PO exists the following information must be provided to complete payment by Veresen. On the Invoice:

- The GL Account Number and one of the following provided to you by your Veresen Contact: WBS Number, Work Order Number, Internal Order Number or Cost Centre Number.
- The Veresen Contact Name
- Your GST/HST/Tax ID Number

Please include applicable backup documentation with your invoice. This could include a Work Order, Service Ticket, Timesheet or a description of services provided.

INQUIRIES

Purchase Order Process
supply.chain@vereseninc.com

Invoice & Payment Inquiries
apinquiries@vereseninc.com

APPLICABLE SUBSIDIARIES

Alberta Ethane Gathering System LP
Burstall NGL Storage LP
Clowhom Power LP
East Windsor Cogeneration LP
Enpower Green Power Generation LP
Furry Creek Power Ltd
Grand Valley LP I
Grand Valley LP II
Jordan Cove LNG LP
PEI Energy Systems
London District Energy
St. Columban Energy LP
Swift Power LP
Veresen Energy Infrastructure
Veresen Midstream LP
Veresen NGL Pipeline LP
Veresen US Power
York Energy Centre LP



SERVICE TICKET

Date:
Purchase Order:
Service Ticket Number¹:
Location:

Description of Overall Services:

Company Name

Phone

Company Address

Email

City, Province, Postal Code

Submitted By:

PO ITEM NO.	DESCRIPTION OF SERVICE OR MATERIAL	NUMBER OF UNITS (HOURS/DAYS/ EACH)	UNIT PRICE	SUB-TOTAL
			GROSS TOTAL²	

APPROVALS:

Authorize Approver Name

Authorize Approver Signature