SUPPLIER INVOICING INSTRUCTIONS

Inter Pipeline (IPL) is committed to paying suppliers on time. To support this commitment, all invoices must comply with the requirements below. Incomplete or non-compliant invoices will be rejected and/or result in payment delays.

INVOICE REQUIREMENTS:

All invoices submitted to IPL must include the following, or they will be rejected and returned for correction:

- Supplier/contractor name and remittance address
- IPL entity name being invoiced and billed to
- GST number of supplier/contractor (if entity is a registrant)
- Invoice number (must be unique)
- Invoice date
- Invoice amount
- Invoice currency (must match Purchase Order (PO) if applicable)
- PO number and when applicable, the relevant contract number
- Description of work done, or materials supplied, including:
    - The period in which the work was performed, or materials were provided
    - Corresponding PO line item numbers
    - Summary of costs to date, and current period costs by line items
    - Listing of all labor, equipment, and materials (LEMs), by LEM number, date and LEM value, if applicable
- IPL representative who ordered the goods or services
- Sales tax amounts (i.e. GST/HST) shown on separate line
- Reference to all applicable work tickets/bills of lading
- Clearly label INVOICE or CREDIT (credit memos must reference the original invoice number)
- Invoices exceeding the PO/Contract value will be deemed improper. A PO/Contract Revision or Change Order must be executed before submitting invoices for additional amounts. Contact the Buyer for guidance.
- Non-Canadian based suppliers must indicate the portion of the invoice attributable to services physically performed in Canada for withholding tax purposes.
- For work under the Prompt Payment and Construction Lien Act (PPCLA), include a statement confirming the invoice is intended to constitute a proper invoice.
- Any additional requirements specified in the PO or Contract (e.g., Statutory Declaration, WCB Clearances).

Invoice Rejections:

- If an invoice is re-issued, the invoice date must be updated to reflect the new issue date.

Additional Information Required for Non-PO Invoices:

- Mark the invoice as non-PO
- Provide the G/L account and cost object (cost center, WBS, order, or material number)
- SAM Approver name must be clearly shown on invoice

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SUBMITTING YOUR INVOICE:

Invoices must be submitted using a single method below—either SAP Business Network or email. Duplicate submissions through both channels will cause delays.

SAP Business Network

- Submit invoice and any required backup directly through SAP Business Network
- If you are not registered or enabled for IPL, contact: BNenablement@interpipeline.com

Email Submission

Send invoices to invoices@interpipeline.com and follow these guidelines:

- Submit a single PDF ("Invoice File") with the invoice as the first page
- Do not use special characters in the file name; keep it under 100 characters
- PDF file size must not exceed 9 MB
- Attach only one Invoice File per email (multiple attachments cannot be processed)
- Each invoice must relate to one PO only
- Do not place invoices in the email body; they must be attached as PDFs
- Do not send password-protected files or download links
- Do not send duplicate copies of the same invoice
- Do not submit invoices that were already paid by credit card—submit these directly to the IPL representative

PAYMENT TERMS:

- Payment terms are 30 days, unless varied by PO/Release Order/Contract, or subject to applicable laws relating to liens under the PPCLA.
- Undisputed invoices will pay within 30 days from the date of invoice, or subject to applicable laws relating to liens under the PPCLA.
- Invoice date must be reflective of date submitted, which must be after goods have shipped or on the first day of month after services provided.
- Payment shall be made via direct deposit/Electronic Funds Transfer (EFT) when possible. Set this up with the Finance Solutions Centre (FSC) (see below for contact info).

HOLDBACKS:

If PO has been identified as "10% Holdback Applicable", invoice for the full amount due; a holdback will be automatically applied and subtracted from the invoice payment.

- To release holdback amounts, suppliers must provide the IPL representative with:
- WCB Clearance Letter
- Statutory Declaration
- Release and Certificate of Final Payment

DOWN PAYMENTS:

Do not submit invoices for Down Payments. IPL will issue payment according to the PO and deduct the Down Payment from the final invoice.

SUPPLIER INVOICING INSTRUCTIONS

STATEMENTS:

Email account statements to ap@interpipeline.com

CONTACT INFORMATION:

Accounts Payable (AP): For overdue invoices or submission issues → ap@interpipeline.com

Supplier Information Changes: Contact FSC at finance_solutions_centre@interpipeline.com immediately for updates to supplier name, address, remittance contacts, or banking details

PO Inquiries: Contact the Buyer listed on the PO

Non-PO Invoice Coding: Contact the IPL representative to obtain proper coding