



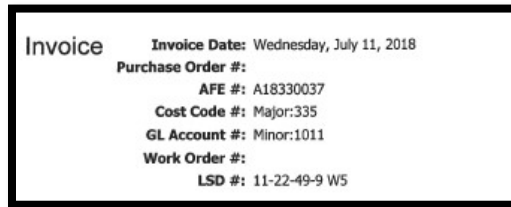
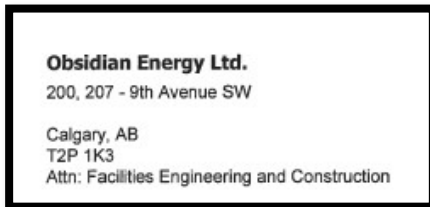
**NOTICE TO VENDORS**  
**INVOICING INSTRUCTIONS**

All Invoices **MUST HAVE** Proper Information

We value the services you provide us and are working hard to provide payment in a timely manner. To support this process, ALL INVOICES must include the following legible information:

- ❑ Name of the Obsidian Energy employee / representative who will be approving your invoice. This will be identified on the field stamp.
- ❑ Accounting GL coding as provided by the Obsidian Energy Employee or Representative.
- ❑ AFE (Approval for Expenditure) or Cost Centre Number(s).
- ❑ Full legal description, (including UWI) and name of the location where the work was performed.
- ❑ **All invoices must be supported by a signed Work/Field Ticket that has a completed field stamp on each ticket. Each stamp should include the following:**
  - UWI or LSD
  - Printed name of signor
  - Accounting GL coding with Cost Center(s), AFE, or Work Order #
  - Name of Invoice Approver

Invoice Header Example. Invoices can be issued to Obsidian Energy Partnership or Obsidian Energy Ltd



Stamp Example:



**Note: Obsidian Energy Partnership by its managing partner Obsidian Energy Ltd. accepts invoices through OpenInvoice. Any invoices without the proper information will be returned with a request to re-submit with the required information. This process will result in payment delays. Obsidian Energy Partnership by its managing partner Obsidian Energy Ltd. payment terms are 60 days upon receipt of invoice.**

For more general invoice information, please contact [AccountsPayable@obsidianenergy.com](mailto:AccountsPayable@obsidianenergy.com).

**For OpenInvoice support**, please contact [openinvoicesupport@enverus.com](mailto:openinvoicesupport@enverus.com) or 1-866-627-3287. **Available Monday - Friday 7:00 AM (MT) through 5:00 PM (MT)**