



INVOICING INSTRUCTIONS FOR VENDORS

In order to provide timely processing of your invoices, Plains Midstream Canada (PMC) and our affiliates (Rancho LPG Holdings LLC, Plains LPG Services, L.P., Plains Midstream Superior LLC), have updated our requirements for the submission process.

Invoice Submission

Invoices must be billed to the correct PMC legal entity and, along with all supporting documents, must be submitted as follows:

- Email with a PDF attachment to accounts payableinvoices@plainsmidstream.com
 - Do not send multiple copies to various business owners
 - Do not send queries with invoice copies
- Maximum of one invoice per PDF file which includes related back up
 - For ease of follow-up with Accounts Payable, please ensure the PDF filename includes your vendor name and invoice number in the following format: **VendorName12345.pdf**
- Email communications and queries should be sent to accounts payable@plainsmidstream.com
We will respond to your initial inquiry within two business days
- If a PDF is too large to email, please advise accounts payable@plainsmidstream.com and we will work with our IT department to have a drop site set up for you

If it is not possible to submit your invoice via email, please send invoice by courier or mail addressed to:

Billable Legal Entity
c/o PLAINS MIDSTREAM CANADA ULC
Suite 1400, 607 8 Avenue S.W
Calgary, Alberta
Canada T2P 0A7
Attention: Accounts Payable

Questions can be directed by emailing accounts payable@plainsmidstream.com or by contacting the Accounts Payable helpline at 1-866-679-6162

Invoice Requirements

Complete invoice packages facilitate more efficient and timely processing of payment. Any missing information may result in the invoice being rejected or disputed and could result in late payment.

All invoices must include:

Vendor Details

- Vendor name
- Vendor remit to address
- Vendor contact information

Invoice Details

- Unique invoice number
- Invoice date (MM,DD,YY) - preferred
- Terms of payment
- Billed to correct Plains legal entity



For Purchase Order (PO) invoices

- PO number (limit of one PO per invoice) – must be in the Invoice Header and must be in the correct format (i.e. P10A##### or MC##### - as indicated on the purchase order)
- Dollar amounts that match the line item quantity and price as listed in the PO
- PO invoice currency must match PO currency
- Builders Lien holdback calculations as per the instructions on the PO
- Proof of delivery (Goods) i.e., packing slip, delivery order, bill of lading, etc.
- Proof of delivery (Services) i.e., time sheets, pre-approved expenses, LEMS, etc.

For Non-Purchase Order (PO) invoices

- TAP coding group and if not known then the PMC contact

Item Details

- Description and dollar amount of each charge (excluding tax)
- Invoice subtotal amount (pre-tax)
- Tax amount and type
- Total invoice amount
- Currency

Tax Information

- Applicable tax amounts by tax type (GST, PST, HST, QST, city, state, country)
- Tax status of item being charged (taxable vs. non-taxable)
- Applicable tax registration number (if charging):
 - GST/HST registration number
 - QST registration number
- Non-residents (contact AP if applicable)

Invoice Consolidation

- Vendors to consolidate invoices on a per PO basis, as required, based on the following:
 - Consolidate services completed within the following cycles and invoice:
 - Monthly – Contains 30 Billing Days
 - Semi-Monthly – Contains 15 Billing Days
 - Final Bill Closeout – Upon Completion of Work
 - Consolidate goods shipment when applicable and invoice accordingly
 - Contingent Worker invoices are to align with workday time entries; either monthly (1st to end of month) or bi-weekly (week Monday – Sunday)

Invoice Rejection

- Invoices that do not meet the outlined invoice requirements may be rejected and returned to the vendor with a notice stating the reason(s) for rejection. It is the vendor's responsibility to resubmit the invoice with the proper information in a timely manner.

Thank You