

ConocoPhillips Canada
Instructions for submitting iPay invoices via Email
<mailto:iPayStandard-CA@conocophillips.com>

(Warning...if you are an ePay (submit invoices via Actian) or ERS vendor all invoices submitted to this email will be rejected.)

Email Subject Line Requirements

- Please include your vendor number, vendor name and invoice number(s) in the subject line of your email. (Ex. 677324-ABC Company-Inv# 54321)
- Include "Merge" instruction if applicable (see invoice attachment requirements)

Invoice Attachment Requirements

- Ensure the email attachment meets the guidelines below.
 - Supported document types are currently **PDF only**.
 - An attachment containing the invoice plus backup - the invoice must be 1st page of the attachment.
 - Attachments containing more than one invoice are **NOT** allowed. The result is that the entire attachment will be scanned as one invoice.
 - **Multiple attachments** in one email that pertain to **one invoice**, the word **MERGE** must be included on the subject line of the email and the invoice document must be the first attachment, subsequent attachments will be treated as backup to the invoice.
 - Multiple attachments in one email **without** the word **MERGE** in the subject line – each attachment will be scanned as a separate invoice.
 - Avoid scanning in color as this can cause the file size to be extremely large.
 - The file name of the attachment must not exceed 50 characters.
- **Invoice Content Requirements - Be sure ALL are met to avoid rejection:**
 - Addressed to the **proper legal entity name**. Separate invoices may be required while performing work for more than one ConocoPhillips Canada legal entity. [Joint Advisory Letter](#)
 - Valid ConocoPhillips **Purchase Order Number** (10 digit identifier beginning with 300, 450, 451 or 452) Or **ConocoPhillips employee user id** (provided by the person placing the order for goods or services) on the face of the invoice
 - Vendor Name
 - Remittance Address
 - Invoice Date
 - Invoice Number
 - Invoice Amount
 - Tax Amount (if applicable)
 - GST Number
 - Purchase description

An automatic email response will be sent back to the e-mail address from which the invoice was sent informing that the invoice was either successfully imported or it failed to import. **Please do not reply to the automatic response.** (If you do, this will set off a series of failure notifications as the reply will go back through the system as if it were another invoice being submitted.) In the event of a failure, check your attachment to ensure it meets the guidelines. If you cannot determine the reason for the failure, please submit an Accounts Payable ticket through My Vendor Portal (MyVP) site.
<http://xapps1.econocophillips.com/myvp>

Vendors are encouraged to check the status of an invoice using the MyVP website. **If an invoice is submitted without one or more of the above mentioned required fields, it will be rejected.** Rejection comments can be viewed in MyVP as well. Please see [ConocoPhillips Vendors](#) website for further instructions.

