

ConocoPhillips Canada
Instructions for Submitting GEP Invoices via Email
CAStandard@conocophillips.com

Warning – if you have been enabled for GEP submission through either Web Portal or Direct Connect, please do not submit your invoices through this submission method below.

Email Subject Line Requirements

- Please include your vendor number, vendor name and invoice number(s) in the subject line of your email. (Ex. 1000000-ABC Company-Inv# 54321)

Invoice Attachment Requirements

- Ensure the email attachment meets the guidelines below.
 - **PDF** is the only supported document type.
 - The file name of the attachment must not exceed 50 characters.
 - If an attachment contains the invoice plus backup pages, the invoice must be the **first page** of the attachment.
 - Attachments containing more than one invoice are **NOT** allowed. This will result in the entire attachment being scanned as only one invoice and not as multiple invoices. If you are submitting multiple invoices, please be sure to attach each invoice as a separate attachment.
 - Avoid scanning invoices in color as this can cause the file size to be extremely large.

Invoice Content Requirements - Be sure ALL are met to avoid rejection:

- Must be 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](#)
- ConocoPhillips Order Contact Name (provided by the person placing the order for goods or services) on the face of the invoice OR valid ConocoPhillips Purchase Order Number (10-digit identifier beginning with 45)
- Company Code
- Vendor Name
- Remittance Address
- Invoice Date
- Invoice Number
- Invoice Amount
- Tax Amount (if applicable)
- GST Number
- Purchase description
- Plant (if applicable)

After Submission of Invoice

If an invoice is submitted without one or more of the above mentioned required fields, it will be **rejected**. Invoices will be paid based on invoice receipt date. Please see [ConocoPhillips Vendors](#) website for further instructions.