

Invoice Submission Requirements

It is important to Suncor to pay its business partners on time. Adhering to the following guidelines will assist with our efforts to pay our business partners. Invoices that do not meet the requirements, and/or where charges cannot be verified as outlined in this standard will be rejected. Suppliers will need to correct and re-submit for processing. Note that payment of an invoice does not constitute acceptance of charges and remains subject to attest and audit as per terms and conditions of the contract.

Standard Invoice Requirements

Ensure every invoice submitted to Suncor is legible, does not contain handwritten information, and meets minimum standards required by tax authorities (e.g. Canada Revenue Agency). All invoices must contain the following information:

- Supplier legal company name
- Supplier remit-to address with postal code/zip code and telephone number
- Suncor affiliate “Sold to” full legal entity name (see “[Related Links](#)” on [suncor.com](#))
- Invoice date - e.g., July 2, 2019
 - Note: other formats may result in delays in processing payment
- Invoice amount pre-tax, tax breakdown (e.g. PST, GST, VAT), currency and total amount with tax
 - Note: Invoice currency must match currency on the Purchase Order (PO)
- Unique supplier invoice number up to 16 characters (Do not use spaces, dashes, or slashes)
- Tax registration number(s) or VAT identification number
- Valid Suncor Coding, which includes one of the following:
 - Purchase Order number
 - Cost Centre
 - Network Activity
 - Work Order
 - Work Breakdown Structure (WBS)
 - Internal Order Number

In addition to Suncor’s *Standard Invoice Requirements*, non-PO invoices, service PO invoices, and material PO invoices have the following additional required information:

Non-PO invoices:

- Suncor company code
- Suncor vendor number
- Suncor general ledger (GL) number

Service PO invoices:

- One PO per invoice
- Line-items and service lines on the invoice must match the service amounts on the PO
- Supporting documentation (ex. Approved timesheets, LEMS, etc.)
- Additional detailed supporting information may be requested by Enterprise Commercial Assurance in electronic spreadsheet format for validation purposes (see Appendix B for additional information)
 - If requested to submit additional detail, do not submit the files to ap@suncor.com as it only accepts PDF files.



Material PO invoices:

- One PO per invoice
- Itemized charges
- Supporting documentation (valid documents are bills of landing, payment certificates, related third-party invoices)
- Additional detailed supporting information may be requested by Enterprise Commercial Assurance in electronic spreadsheet format for validation purposes (see Appendix B for additional information)
 - If requested to submit additional detail, do not submit the files to ap@suncor.com as it only accepts PDF files.

Note: Evaluated Receipt Settlement (ERS) Material POs, invoices must NOT be submitted unless the invoice contains additional charges (e.g. freight charges) not included in the PO. All additional charges must be agreed upon by your Suncor representative.

How to submit an invoice

To improve payment processing efficiency and support Suncor's sustainability goals, we are phasing out paper-based invoicing and ask suppliers to submit new invoices via email (see appendix A for email addresses). Email submission requirements are:

- One attachment per email
- One invoice per attachment
- All attachments must be in PDF format
- Attachments must not exceed 10MB

A separate invoice submission is required for credit amounts. Any deviations may delay processing.

Non-residents only, refer to appendix C for additional requirements to ensure compliance with Canada Revenue Agency.

Once submitted, you will receive a reply email indicating that Suncor has received your invoice. Sending your invoice directly to an internal Suncor business unit or function will delay payment. Suncor has a standard payment term of 60 days from the date of the invoice (Net 60) unless different terms are negotiated under contract.



[Appendix A – Contact Information](#)

Please send invoices to:

Corporate Accounts Payable

AP@Suncor.com

International & Offshore Suppliers:

United Kingdom

abzacpay@suncor.com

Norway

ap.norway@suncor.com

Terra Nova

apecoast@suncor.com



Appendix B – Supporting Electronic Invoice Information

Upon request, suppliers will be required to submit detailed electronic spreadsheet invoice information for validation purposes as outlined below.

Labour, Equipment and Materials (LEM) reports applicable to each payment certificate and/or invoice in electronic spreadsheet format (Microsoft Excel or compatible) including the daily breakdown of:

- Labour
- Equipment
- Expenses
- Subcontractors
- Materials
- Third Party

If requested to submit additional detail, remittance directions will be provided. Do not submit the files to ap@suncor.com as it only accepts PDF files.

A template is available that adheres to Suncor's requirements (see "Related Links" on Suncor.com)



Appendix C – Non-Residents only

Suncor Energy Inc. and its subsidiaries (“Suncor”) are responsible to comply with the requirements of the Canada Revenue Agency (CRA) including reporting the number of days that non-resident vendors (represented by either an employee or sub-contractor) performed physically services in Canada.

The following information is required to be submitted with each invoice:

- Amount of fees related to services performed physically in Canada, excluding Quebec (before taxes) \$ _____
- Amount of fees related to services performed physically in Quebec only (before taxes) \$ _____
- Number of days physically present in Canada (include weekends and holidays) \$ _____

Multiple employees or contractors working in Canada on the same date count as one (1) day only