

This document is intended for North American suppliers that provide materials and/or services to Suncor, and it includes the details suppliers are required to complete for each invoice. Completed invoices are submitted directly to Suncor Energy Accounts Payable (AP) as outlined in the [Submitting Invoices to AP](#) section of this document (page 2).

Note: AP returns supplier invoices that do not meet the criteria described in this Standard.

Required Invoice Submission Details with an Associated Purchase Order (PO)

Suncor Details	<p>Invoice <i>must</i> include the following Suncor details, as they appear on the Purchase Order:</p> <ul style="list-style-type: none"> • Suncor Purchase Order number (ensure there is only one Purchase Order number for each invoice) • Suncor Legal Entity Name (refer to Legal Entity Names section for details) • Suncor contact names (if available) • Line Item number • Line item description
Tax information	<p>Invoice <i>must</i> include the following Tax information:</p> <ul style="list-style-type: none"> • Tax Amount divided into categories as required. Examples include Goods and Services Tax (GST), Provincial Sales Tax (PST identified by Province), Harmonized Sales Tax (HST), Québec Sales Tax (QST), Value Added Tax (VAT), city, state, country. • Goods and Services Tax registration number (if registered) • Québec Sales Tax registration number (if registered) • Tax status (i.e., taxable items or exempt items)
Supplier details	<p>Invoice <i>must</i> include:</p> <ul style="list-style-type: none"> • Supplier name • Supplier remit-to address • Supplier contact information • Unique invoice number • Invoice date
Item details	<p>Invoice <i>must</i> include:</p> <ul style="list-style-type: none"> • A description and dollar amount (excluding tax) for each individual charge, specifying the Material or Service associated with each charge • Dollar amounts that match the line item amounts listed in the Purchase Order • Invoice subtotal amount (pre-tax) • Total invoice amount (subtotal amount + tax amount) • Identify currency (i.e., CAD, USD) • Terms of Payment <p>Note: The invoice currency must match the currency on the Purchase Order)</p>
Backup Documents	<p>Include the following back-up documents, <i>as applicable</i>:</p> <ul style="list-style-type: none"> • Proof of delivery or Service receipt, such as: <ul style="list-style-type: none"> ◦ Signed Waybill or Bill of Landing ◦ Suncor-approved time sheets or Tasking Documents ◦ Suncor-approved Payment Certificate • Any third-party invoices related to expenses, such as third-party charges
Payment Methods	Suncor's mandatory method of payment is Automated Clearing House (ACH).

Notes:

- It is important that you use a Suncor Purchase Order (PO) whenever you do business with Suncor. When Suncor makes a materials or service request, you should be given a PO. If you are not provided with a PO, please request one.
- Separate invoice submissions are required for debit and credit charges
- All invoices must reference Suncor's correct Legal Entity Name, as indicated in the [Legal Entity Names](#) section on page 4. If the supplier has any questions or concerns about the Legal Entity that must be used, the supplier must direct them to the Suncor Buyer (or business contact).

Non-Resident invoices: Suppliers from outside Canada but providing services in Canada must also provide the following information in their invoices to ensure Non-Resident Withholding Tax (NRWT) is calculated:

- Total amount of Services performed in Canada
- Total amount of Services performed outside Canada
- Total amount of Material
- Total amount of Expenses

Note: A Non-Canadian Resident supplier is any supplier residing outside of Canada that performs services within Canada. Under Regulation 105 of the Canadian Income Tax Act, Canada Revenue Agency requires that Suncor withhold a percentage from all payments in respect to services performed in Canada by a Non-Resident.

Planned Service POs

- Review your tasking document (provided by your Suncor requisitioner). Ensure that your line items and service lines reconcile to the PO (refer to [Appendix B: Sample Tasking Document](#) for details)

Required Invoice Submission Details for Non-Purchase Order Invoices

If the supplier is submitting an invoice without an associated PO, the following Suncor information must be included on the invoice. These details must be provided by the Suncor contact:

- Suncor company name
- General ledger account
- Cost Centre
- Correct Suncor invoice to (remit-to) address
- Vendor Number

Note: Obtaining Materials and/or Services with a Purchase Order is Suncor's preferred method of procurement.

Submitting Invoices to AP

Submit your invoice directly to Suncor AP by:

- Email (preferred submission method)
- Regular mail or courier
- Inter-office mail
- ERS (Evaluated Receipt Settlement)

Suncor Invoice Submission Standard (continued)

Note: For ERS Purchase Orders, no invoice submission is required. Payment will be generated automatically based on receipt of materials at Suncor.

Submit your invoice directly to Suncor AP by using one of the following options:

1. Email (preferred submission method)

Email invoices (as PDF attachments) to AP at ap@suncor.com.

Limit one invoice per email (do include all relevant backup information).

Note: Payment terms begin on the date the invoice is received by Suncor Accounts Payable, *not* the date on the invoice.

2. Regular mail or courier

Organize large invoices using an elastic band or clip – please do not submit invoices in a binder.

Send invoices to the following address:

Regular Mail

(Correct legal entity name)
c/o Suncor Energy Services Inc.
Accounts Payable
P.O. Box 1720, Stn M
Calgary, AB T2P 0A2

Courier

(Correct legal entity name)
c/o Suncor Energy Services Inc.
Accounts Payable
150 - 6 Avenue SW
Calgary, AB T2P 3E3

If the supplier is mailing the invoice, the following guidelines apply:

- Invoices **with an associated PO** must be sent to the address listed in the *Invoice To* address on the PO
- Invoices **without an associated PO** must be sent to the address provided by the Suncor contact who requested the Material or Service

3. Inter-office mail

Address inter-office envelopes to: Accounts Payable, Suncor Energy Center

Suncor Invoice Submission Standard (continued)

Legal Entity Names

The following table provides the correct Suncor legal entity names and company codes needed to submit invoices.

Note: Direct any legal entity questions or concerns to the Suncor employee who requested the Materials or Services.

Company Codes	Legal Entity Name
1000	SUNCOR ENERGY OIL SANDS LIMITED PARTNERSHIP
1020	SUNCOR ENERGY MARKETING INC.
1030	SUNCOR ENERGY LOGISTICS CORPORATION
1050	SUNCOR ENERGY SERVICES INC.
1060	SUNCOR ENERGY PRODUCTS PARTNERSHIP
1061	SUNCOR ENERGY PRODUCTS INC.
1160	SUNCOR ENERGY INC. (CORPORATE)
1700	PETRO-CANADA LUBRICANTS INC.
1705	SUNCOR ENERGY VENTURES PARTNERSHIP (SYNCRUDE JV)
1715	FORT HILLS ENERGY LIMITED PARTNERSHIP C/O SUNCOR ENERGY OPERATING INC.
1730	VOYAGEUR UPGRADER LIMITED PARTNERSHIP
1740	SUNCOR ENERGY JOSLYN PARTNERSHIP
1750	SUNCOR ENERGY OPERATING INC.
9000	SUNCOR ENERGY FOUNDATION
1535	PETRO-CANADA HIBERNIA PARTNERSHIP
1525	PETRO-CANADA TERRA NOVA PARTNERSHIP
10200	SUNCOR ENERGY RESOURCES PARTNERSHIP
1655	SUNCOR ENERGY SPECIALTY PRODUCTS INC.
2010	SUNCOR ENERGY (USA) INC.
2100	SUNCOR ENERGY (USA) MARKETING INC.
2200	PETRO-CANADA AMERICA LUBRICANTS INC

Approval



The following individuals have approved and signed this document.

UserName: Terri MacLeod (tmacleod)

Title:

Date: Friday, 05 October 2012, 08:00 AM Mountain Time

Meaning: Approver Signed

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Appendix A: Sample Service PO Invoice


Service PO Sample Invoice						
XYZ Inc.		109 Thomas Street Oakville ON, L6J 3A7		Vendor Contact: Name Phone: 905-555-5555 Fax: 905-555-5555 E-mail: someone@example.com		
		INVOICE				
<div style="border: 1px solid orange; padding: 2px; display: inline-block; color: orange;"> <i>It is critical that you provide the correct purchase order (PO) number.</i> </div>						
Invoice Number:	123456	Project Number:	123245			
Invoice Date:	August 1, 2011	Order Number:	123			
PO Number:	4500111111	Order Date:	July 15, 2011			
Bill To:			Terms:	30 Days		
SUNCOR ENERGY PRODUCTS PARTNERSHIP		GST/HST Registration Number:		123456789 RT0001		
c/o Suncor Energy Services Inc.		QST Registration Number:		1134567890 TQ 0001		
ATTENTION: ACCOUNTS PAYABLE		Suncor Contact: SCM BUYER				
P.O. BOX 1720, STN M		<div style="border: 1px solid orange; padding: 2px; display: inline-block; color: orange;"> <i>Provide the item and line breakdown for the service provided.</i> </div>		Vendor Number: 411111		
CALGARY, ALBERTA T2P 0A2				<div style="border: 1px solid orange; padding: 2px; display: inline-block; color: orange;"> <i>Provide the name of the Suncor SCM buyer.</i> </div>		
CANADA						
Name	Description	Item	Line	Unit Price	Quantity	Total
John	Technician—Level 3	1	10	\$60/hr	42hrs	\$2,520.00
Matt	Technician—Junior	1	20	\$40/hr	28hrs	\$1,120.00
Josh	Technician—Junior	1	30	\$40/hr	42hrs	\$1,680.00
Travel Expenses	Hotel and Airfare for Matt and Josh	1	0	-	-	\$3,500.00
Materials	Steel piping/raw materials	1	40	\$60/ft	200ft	\$12,000.00
					Subtotal	\$20,820.00
					HST-ON	\$2,706.60
					Total	\$23,526.60
Total Due and payable in CAD Currency						
Remittance Address: XYZ Inc. 109 Thomas Street Oakville ON, L6J 3A7 Canada E-mail: someone@example.com						



Appendix B: Sample Tasking Document

		Contractor Tasking Document Labour, Equipment, and Material Capture Sheet			2011/05/26				
<i>Suppliers may be asked by Suncor to complete and submit tasking documents as backup for invoices. Tasking documents should reflect all planned labour charges, hourly charges and should be listed per person, per day in which work was performed.</i>									
PO Number: 4500111111		Vendor Name: XYZ INC. Vendor Number: 411111 Vendor Address: 109 THOMAS STREET OAKVILLE, ON L6J 3A7 Time Administrator: Mississauga Refinery Task Description: Engineering Labour		Cost Centre: 0001001065 Shopping Cart: 1001234567 Requestor: Recipient:					
Item Number: 00001									
PLANNED LABOUR									
<u>Barcode/Line</u>		<u>Service no.</u>	<u>Description</u>	<u>Qty</u>	<u>UoM</u>	Premium Codes: NS - Night Shift AF - Afternoon Shift SB - Standby			
 0000000010		3000122		TECHNICIAN LVL 3	792.000	H			
Attendance Hours + Premium									
<u>Work Date</u>	<u>Subcontractor</u>	<u>Personnel #</u>	<u>Regular Hours</u>	<u>Premium Code</u>	<u>Overtime Hours</u>	<u>Premium Code</u>	<u>Double Time Hours</u>	<u>Premium Code</u>	<u>Alternate Service Number</u>
2011 / 05 / 03		123456	8		2				
2011 / 05 / 04		123456	6						
2011 / 05 / 05		123456	8						
 0000000020		3002411		TECHNICIAN, JUNIOR	864.000	H			
Attendance Hours + Premium									
<u>Work Date</u>	<u>Subcontractor</u>	<u>Personnel #</u>	<u>Regular Hours</u>	<u>Premium Code</u>	<u>Overtime Hours</u>	<u>Premium Code</u>	<u>Double Time Hours</u>	<u>Premium Code</u>	<u>Alternate Service Number</u>
2011 / 05 / 04		987654	8				2		
2011 / 05 / 04		654321	8	NS					
2011 / 05 / 05		654321	8	NS					

Appendix C: Sample Non-PO Invoice

207 Dundas Street East Mississauga, ON L4X 1A2 Canada	Phone: 403-555-5555 Fax: 403-555-5555 Email:someone@mei.com	 Medical Services Inc.
Invoice		
<i>Please ensure that you are referencing the correct Suncor legal entity name. Details provided in the Legal Entities section.</i>	Invoice #: 123456789 Invoice Date: August 1, 2011 Suncor Vendor #: 499999 Suncor Requestor: Frank Smith	
Bill To: Suncor Energy Products Partnership c/o Suncor Energy Services Inc. Attn: Accounts Payable Box 1720 Stn. M Calgary, AB T2P 0A2	Suncor Coding: Company Code: 1060 G/L Account: 629210 Cost Center: 1600315	<i>Include the name of the Suncor employee who requested the materials or services from your company. This contact can assist AP should they have any questions related to your invoice.</i>
<i>The correct Suncor coding must be provided in order to process payment. Details provided in the Required invoice submission details for non-purchase order invoices.</i>		
DESCRIPTION Provide Medical Services as requested by Frank Smith July 7, 2011. Examination Costs	Quantity 7 People	Amount \$175/person
<i>The correct GST/HST/QST Registration Number must be provided on every invoice from a GST/HST/QST registrant.</i>		<i>List the tax amounts for each province in which materials and services are provided.</i>
Payable in Canadian Dollars (CAD) GST/HST Registration Number: 123456789 RT0001		Subtotal: \$1,225.00 HST(13%): \$ 159.25 Total: \$1,384.25
Remittance Address: Medical Services Inc. 123 Memorial Drive West Calgary, AB T1A 1A1 Canada Email:someone@mei.com		