

**SECURE**

# OpenInvoice

**Invoicing SECURE**

**We Got This.**

# INTRODUCTION

Welcome to OpenInvoice!

This PDF was created to provide a step-by-step guide on how to invoice SECURE through OpenInvoice.

In a nutshell, here's what we're looking for:

- A one-line invoice (keep any detail on your PDF invoice as usual)
- GST (no other taxes)
- PDF copy of your invoice attached that you would normally email to us
- Some basic information in the header description box (such as the approver or requisitioner's name, and any other specific coding that has been provided)

# Initial Account Configuration

If you are using OpenInvoice to invoice SECURE for the first time, you will need to setup a product/service in you catalog.

1. Go to the **Corporate** menu and click on **Product/Service Catalog**.

Corporate ▾	Membership ▾	Reports ▾
Corporate	Electronic Documents	
Sites	Company Codes & Defaults	
Taxes	Customer Codes	
① Product/Service Catalog		
Auto Numbering		
Reference Data		
Company Preferences		
Statutory Holidays		

# Initial Account Configuration

2. Click on **Add Item**.

You may already have items listed here, but you will likely need to add one specific to SECURE.

> Corporate > Product/Service Catalog

## Product/Service Catalog

②

Add Item Import Export

All Customers

Part # / Item ID Category Description

No Product/Services found

# Initial Account Configuration

3. Enter a brief item name (Item ID) that broadly encompasses the service that your company either provides, or specifically provides to SECURE.
4. Enter a category name that is appropriate for the item, or just copy the Item ID.
5. Enter a more detailed item description, or copy the Item ID.
6. If your service consistently charges out at a specific rate per hour, you are welcome to enter a rate in the **List Price** field, and hour or each in the **Units** field. If not, leave both blank.
7. Leave this as **One-Time and Recurring**.
8. Switch this from **Public** to **Private**.
9. Click **Save**.

The screenshot shows the 'Add Item' form in the OpenInvoice system. The form is titled 'Add Item' and is located under the navigation path '> Corporate > Product/Service Catalog'. The form fields are as follows:

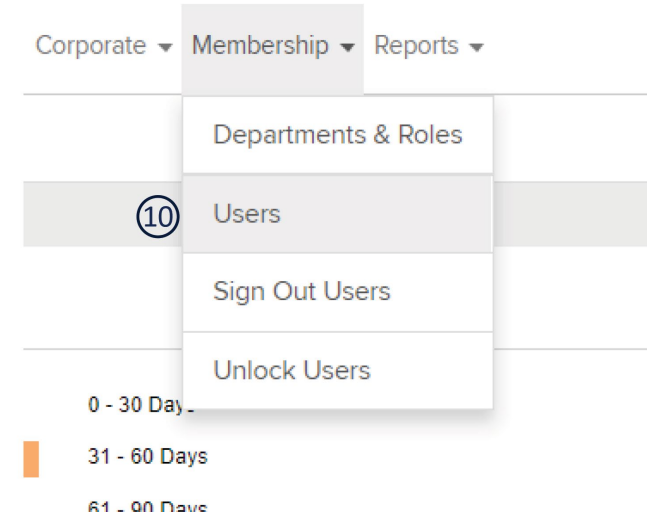
- Part # / Item ID:** A text input field containing 'Mud Transportation and Consulting', marked with a circled '3'.
- Category:** A text input field containing 'Mud Consulting', marked with a circled '4'.
- Description:** A text input field containing 'Mud Transportation and Consulting', marked with a circled '5'.
- List Price/Units:** A text input field containing 'e.g. 125.50' followed by a slash and a circled '6', marked with a circled '6'.
- OI Receipt Charge Type:** A dropdown menu set to 'One-Time and Recurring', marked with a circled '7'.
- Public:** A toggle switch set to 'NO', marked with a circled '8'.
- Buttons:** 'Save' and 'Cancel' buttons, marked with a circled '9'.



# Initial Account Configuration

Please enable the required settings in your user profile so that you will be notified properly if SECURE approves or disputes an invoice you have submitted.

10. Go to the **Membership** menu and click on **Users**.



11. Find and click on either your first or last name in the list of users to access your profile settings.

0 of 1 users selected.

<input type="checkbox"/>	Active	Last Name	First Name	Username	Email	Phone	Invoice Authorization Levels	Account Status	Last Sign In	Created Date	
<input type="checkbox"/>	✓	Herauf <b>(11)</b>	Ally <b>(11)</b>	AHeraufAP	aherauf@secure-energy.com			Current	02/19/2020	10/11/2018	

1 record found.

# Initial Account Configuration

12. Click on the Preferences tab

13. Under preferences, ensure that both **Receive Messages by email**, and **Receive email on invoices requiring my action**, are checked off.

14. Click Submit.

Summary Profile **12** Preferences Security Questions Change Password

Message Center Preferences

Message Type	Subscribe	Email
Disputed Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completed Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transactions Enabled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Buyer Communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Auto-cancelled Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security Warning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Email Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Catalog & Price Book	<input type="checkbox"/>	<input type="checkbox"/>
Oildex Communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Other Preferences

Preferred Language: English

Receive Outage Notifications:

Receive Messages by email:  **13**

Receive PO Notification:

Receive email on invoices requiring my action:  **13**

Only include invoices received within last 24 hours:

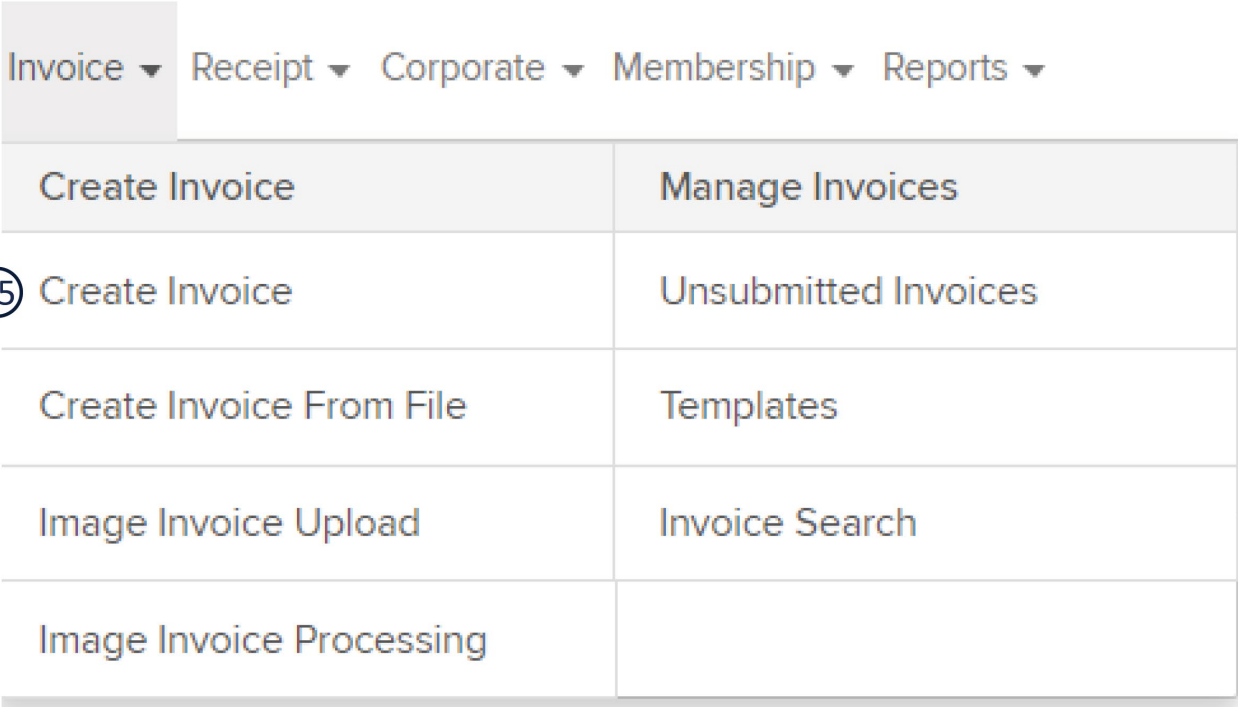
Receive Receipt Notifications:

**14** Submit Cancel

# Creating and Submitting Your First Invoice – Invoice Type

Now you're ready to create and submit your first invoice to SECURE.

15. Go to the **Invoice** menu and select **Create Invoice**. Please use this invoice format only, **not** image invoice.



The screenshot shows a navigation menu with the following items: Invoice, Receipt, Corporate, Membership, and Reports. The 'Invoice' menu is expanded, revealing a grid of options:

Invoice	
Create Invoice	Manage Invoices
⑮ Create Invoice	Unsubmitted Invoices
Create Invoice From File	Templates
Image Invoice Upload	Invoice Search
Image Invoice Processing	



# Creating Your First Invoice – Customer Department

16. Select the SECURE division (Customer Site) that you are doing the work for.

If you are unsure, please contact the SECURE employee who ordered the work and ask them to clarify for you.

Choosing the wrong site will cause invoice delays and may cause the invoice to be disputed.

Customer Department will default to Accounts Payable by design.

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Home Invoice ▼ Receipt ▼ Corporate ▼ Membership

> Create Invoice > Create Invoice

## Create Invoice

Supplier Site: Calgary

16 Customer Name: SECURE Waste Infrastructure Corp. ⓘ

Customer Site: --Please Select-- ⓘ

Customer Department: SECURE Specialty Chemicals Corp. - MAEC

Creation Options: SECURE Specialty Chemicals USA LLC - MAEU  
SECURE Waste Infrastructure Corp. - SESC  
SECURE Waste Infrastructure USA LLC - SESU

Next >>

# Creating Your First Invoice – Site & Routing Code

17. Sometimes the site can be determined by the remit to address you have been given. Please reference the address as per the sites below.

If someone has given you one of these names to use, then you can use it to translate to the official legal name in the drop down.

If in doubt, please contact your SECURE approver/requisitioner.

<b>The names of our sites are:</b>	<b>Site Location</b>	<b>Routing Code</b>
SECURE Specialty Chemicals Corp: MAEC	2300, 225 6 Ave. SW, Calgary, AB T2P 1N2, CA	MAEC
SECURE Specialty Chemicals USA LLC: MAEU	5807 Front Street West, Williston, ND 58801, US	MAEU
SECURE Waste Infrastructure Corp: SESC	2300, 225 6 Ave. SW, Calgary, AB T2P 1N2, CA	SESC
SECURE Waste Infrastructure USA LLC: SESU	5807 Front Street West, Williston, ND 58801, US	SESU

# Creating Your First Invoice – General Information

18. Ensure the “Invoice Number” entered here matches the invoice number on your PDF copy of your invoice. Please do not include any spaces in your invoice number.
19. Double-check that currency agrees to what is on your PDF invoice.
20. Please include, in the description field, a brief description of what the invoice is for and the full name of your approver or requisitioner at SECURE. Your invoice may be disputed if this information is not included.

Include any other coding that you were given (e.g., AFE, PO, Job #, SITE, Project ID, if any), which should also be on your PDF copy of your invoice.

General Information

Invoice Number:	18 Test1234	Invoice Date:	02/23/2018
Invoice Type:	Original Invoice	Currency:	19 CAD - Canadian Dollar
Submission Type:	Direct Entry	Invoice Amount:	0.00
Status:	New	Remit Amount:	0.00
Routing Code:			

Description:

20 Project work at Grande Prairie for Jan 2018  
Attn: Kevin Lay  
AFE: ITEXC-C-01 Site: GPLF  
PO: 123455 Project ID: D1234678  
Job #: 12345

Next >>

# Creating Your First Invoice – Invoice Line Item Detail

21. Enter Service Date start and end, if applicable.
22. A single invoice line, showing a Product/Service, and Description that encompasses the service that you are providing **SECURE**.
23. Either a per unit rate and quantity (if applicable), or a quantity of 1, and a rate that equals the **total on the invoice less GST**. SECURE does not want or need any taxes (other than GST) broken out. If you break out other taxes, we may dispute the invoice back to you.
24. If you are charging GST on your invoice, please check the GST box.

**\*\*\*Do not fill out any coding fields. Leave blank.**

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Home Invoice Receipt Corporate Membership Reports

> Create Invoice > Invoice > Line Item

Line Item 1 of 1 - Invoice # Test1234 - 02/23/2018

Service Date From: 01/01/2018 Service Date To: 01/31/2018

Product/Service: Mud Transport and Consulting (Consulting) - Mud Transport and Consulting

Description: Mud Transport and Consulting

Pricing:

Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
Catalog		CAD	N/A	N/A	N/A	N/A

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
1		10000	10,000.00	0.00	CAD	10,500.00

Taxes:

Tax Type	EP Eligible	Exempt Code	Tax Number	Tax Description
GST	<input checked="" type="checkbox"/>		811227016R1	Goods and Services Tax

Description (Mandatory):  
Unit ID:  
AFE/Project ID:  
PO Number:  
GL/BU/Location:

Project Category: --Please Select--  
Item #: --Please Select--

Next >> Add Line Item Cancel

# Creating Your First Invoice – Taxes

25. Instead of breaking out taxes (other than GST), please include any other taxes that you may be charging (PST, etc.) into your subtotal.

Please note that you will need to manually change the GST dollar amount to reflect the amount on your PDF, to ensure you are not charging GST on top of the other taxes.

It may look like the GST percentage is less than 5%, but this is fine if the GST amounts match.

The screenshot shows the 'OpenInvoice' software interface for creating an invoice line item. The page title is 'Create Invoice > Invoice > Line Item'. The current line item is 'Line Item 1 of 1 - Invoice # Test1234 - 02/23/2018'. The 'Service Date From' is 01/01/2018 and 'Service Date To' is 01/31/2018. The 'Product/Service' is 'Mud Transport and Consulting (Consulting) - Mud Transport and Consulting' and the 'Description' is 'Mud Transport and Consulting'. The 'Pricing' table shows a source of 'Catalog', units of 'CAD', and a rate of 'N/A'. The 'Details' table shows a quantity of '1', units of 'CAD', a rate of '10000', a subtotal of '10,000.00', a discount of '0.00', and a total of '10,500.00'. The 'Taxes' section shows a tax type of 'GST' with a rate of '5.00' and a tax description of 'Goods and Services Tax'. The 'Description (Mandatory)' field is empty. The 'Unit ID' is set to '--Please Select--'. The 'AFE/Project ID' and 'PO Number' fields are empty. The 'GL/BU/Location' fields are empty. The 'Project Category' and 'Item #' are set to '--Please Select--'. The 'Next >>', 'Add Line Item', and 'Cancel' buttons are at the bottom.

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Home Invoice Receipt Corporate Membership Reports

> Create Invoice > Invoice > Line Item

Line Item 1 of 1 - Invoice # Test1234 - 02/23/2018

Service Date From: 01/01/2018 Service Date To: 01/31/2018

Product/Service: Mud Transport and Consulting (Consulting) - Mud Transport and Consulting

Description: Mud Transport and Consulting

Pricing:

Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
Catalog		CAD	N/A	N/A	N/A	N/A

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
1		10000	10,000.00	0.00	CAD	10,500.00

Taxes:

Tax Type	EP Eligible	Exempt Code	Tax Number	Tax Description
GST	<input checked="" type="checkbox"/>		811227016RT	Goods and Services Tax

Description (Mandatory):

Unit ID: --Please Select--

AFE/Project ID:

PO Number:

GL/BU/Location:

Project Category: --Please Select--

Item #: --Please Select--

Next >> Add Line Item Cancel

# Creating Your First Invoice – Invoice Attachment

26. Ensure that you attach the PDF copy of your invoice, showing any coding that you were provided with, and including any other backup documentation required / requested.

If you are doing work based on a PO, you need to include the full PO document along with your invoice (all within the same PDF file, please).

Please only use PDF files, as some other file types break our system. We will dispute the invoice if the PDF file is missing.

## Attach File

Attachment File Size:

It is important to have your attachment file sizes as small as possible. This reduces the time it takes you to upload

- 1) Color - should be set to "black and white" with no grey scale.
- 2) Resolution - this is the measure in dots per inch and should be set to 125 DPI.

OpenInvoice support suggests that each scanned page should be less than 100,000 bytes. If you are having trou

Please specify the file you would like to attach to this document.

File Location:

Choose file No file chosen

Attachment Description:

26

Next >>

Add Another

Cancel



# Creating Your First Invoice – Finished Product

27. The finished invoice should be a single line invoice, with GST (only) broken out (if applicable).

Please ensure that the following match between OpenInvoice and your PDF invoice:

- total
- GST
- date
- invoice number

We will dispute the invoice if any of these do not match.

General Information

Invoice Number:	Test1234	Invoice Date:	02/23/2018 MM/DD/YYYY
Invoice Type:	Original Invoice	Currency:	CAD - Canadian Dollar
Submission Type:	Direct Entry	Invoice Amount:	10,500.00
Status:	Saved	Remit Amount:	10,500.00

Description: Project work at Grande Prairie for Jan 2018 Attn: Kevin Lay AFE: ITEXC-C-01 Site: GPLF PO: 123455 Project ID: D1234678 Job #: 12345

[Edit Header](#) [Contact](#) **27**

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
	1.	01/01/2018	01/31/2018	Mud Transport and Consulting	Mud Transport and Consulting	1.00		10,000.00	10,000.00	(0.00%)	10,000.00		
									Subtotal:	10,000.00	0.00	10,000.00	
									Total GST (#811227016RT000):			500.00	
									Total Amount:			<u>CAD 10,500.00</u>	

[Add Line Item](#)

# ALL DONE

YOU'RE ALL DONE!

Thank you very much for doing business with SECURE!

If you require further assistance, either with the vendor onboarding process, account setup and access to invoice SECURE, or issues with your first few invoices please contact Vendor Management at [vendormanagement@secure.ca](mailto:vendormanagement@secure.ca).