Whitecap Resources Inc. Quick Reference
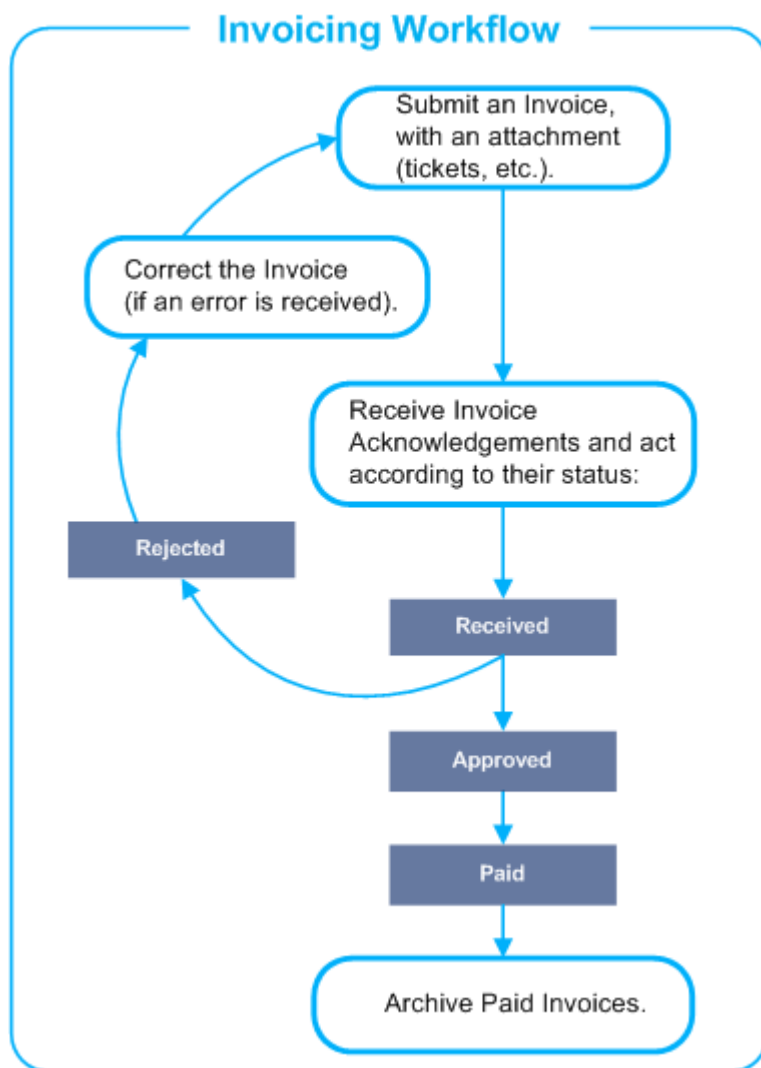
This Quick Reference details information, requirements, and validations used to submit documents to Whitecap Resources Inc.

For general information, refer to the training materials available on Cortex Online Help.

Acknowledgement Statuses

Status	Explanation
Received	Your Invoice has been received by your Trading Partner and is going through the validation process.
Approved	Your Invoice has been approved by your Trading Partner and is awaiting payment.
Paid	Your Invoice has been paid (i.e. check issued). At this stage, the Invoice processing in Workbench is complete. Your check information is provided with this acknowledgment. Please note the following: • **'Payment Reference'** is Whitecap Resources Inc.'s cheque number. • Checks are released within 5-10 days. You can archive **Paid** Invoice Acknowledgements.
Rejected	Your Invoice failed data validation, business rule validation, or was not approved by your Trading Partner. Upon receiving an Invoice Acknowledgement with the **Rejected** status, you need to correct the Invoice, reattach your backup document, and resubmit the Invoice. The Invoice cannot be processed further until the error is fixed.

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Invoice Validations and Requirements

If you are a **new supplier** to Whitecap Resources Inc., it is **mandatory** that you send a paper Invoice to Whitecap.

Once Whitecap sets you up in their system, it is **mandatory** that you then start submitting your Invoices using **Cortex Workbench**.

Header

The fields required in the Invoice header area to successfully submit your Invoice are:

- **Invoice No**: enter an alphanumeric Invoice number with a maximum limit of 15 characters and no spaces.

  > **NOTE** Your **Invoice No cannot** begin with zeroes (0).
  >
  > Your **Invoice No** must match the Invoice number on your attachment or your Invoice will be rejected.

- **Issued**: select the correct date; this field defaults to today's date.

  > **NOTE** You **must** enter the correct Invoice date in the **Issued** field or your Invoice will be rejected.
  >
  > The **Issued** date **must** correspond to the actual date that the Invoice was issued, not the date that you create and submit the Invoice, and not the service date.
  >
  > Service dates correspond to the actual date that a service was performed and are entered at the Line Item level only, not in the **Issued** field.

- **Currency**: if applicable, select the appropriate currency.
- **Vendor Code**: select the **Vendor Code** that identifies your company or its branch.

Tabs

Shipment Tab

The fields or areas required on the **Shipment** tab to successfully submit your Invoice are:

- **Shipped To**: review Whitecap Resources Inc.'s address information and edit if required.
- **Recipient Name**: enter the name of the person at Whitecap Resources Inc. who received the goods or services.
- **Location/UWI**: this field is limited to 100 alphanumeric characters.

Customer Info Tab

The following formatting is required for conditional fields on the **Customer Info** tab:

- **AFE #**: if entered, this field must be eight (8) alphanumeric characters, beginning with six (6) digits, followed by two (2) letters (i.e. 123456AA).

> **NOTE** The **AFE #** field is required if you enter an **Account Code** that begins with 92, 93, 94, 95, 96 or 97**.**

The following formatting is required for optional fields on the **Customer Info** tab:

- **Cost Center**: if entered, this field must be four (4) to six (6) digits.

  > **NOTE** The **Cost Center cannot** begin with zeroes (0).

- **Account Code**: if entered, this field must be seven (7) digits with a period between the fourth and fifth digits (i.e. 1111.222).

  > **NOTE** The **AFE #** field is required if you enter an **Account Code** that begins with 92, 93, 94, 95, 96 or 97**.**
  >
  > If you do not have a **Cost Center** or **AFE #**, do not enter an **Account Code**.

Details Area

Attachments

A copy of the Invoice, as well as backup documents, in PDF format **MUST** be added as an attachment to your Cortex Invoice.

You may attach a maximum of two (2) files totaling eight (8) MB in size.

Line Items

You must enter at least one (1) Line Item in order to submit your Invoice. The fields required on the **Line Items** to successfully submit your Invoice are:

- **Description**: enter a description of the service or product delivered.
- **Quantity**: enter the item quantity.
- **List Unit Cost**: enter the list price per unit of measure (non-discounted).

> **NOTE** Whitecap Resources Inc. requires that **only** summary Invoices are to be entered.
>
> If your Invoice includes **PST**, you **must** enter the PST amount on a **separate** Line Item from **GST**. To do so, add a new Line Item and enter "PST" in the **Description**, "1" in the **Quantity** field, and the PST dollar amount for the Invoice in the **List Unit Cost** field.
> For example:
>
> | Line # | Mat/Svc # | Description | Quantity | UOM | List Unit Cost |
> |--------|-----------|-------------|----------|-----|----------------|
> | 10 | | Example job | 1.00 | EA — each | $50.00 |
> | 20 | | PST | 1.00 | EA — each | $5.00 |

All taxes **must** be calculated at the Line Item level only.

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Payment Terms

The **Payment Code** field for Whitecap Resources Inc. is fixed to "60 days". If you have a different agreement, your Payment Terms will be processed by Whitecap Resources Inc. according to your agreement.

IMPORTANT	If you submit an Invoice that contains errors or incorrect information, Whitecap Resources Inc. **will** reject the Invoice. You will be required to correct and resubmit the Invoice.

Who to Contact

Refer to the table below to determine who can best assist you.

Type of Question	Who to Contact
Questions and clarifications regarding the invoicing process for Whitecap Resources Inc.	Contact your Whitecap Resources Inc. representative. Contact Whitecap Resources Inc. at: **Email:** accountspayable@wcap.ca ***Please add the following subject line to your Email:** Clarification on invoice process
Questions about your Invoice status	Contact your Whitecap Resources Inc. representative. Contact Whitecap Resources Inc. at: **Email:** accountspayable@wcap.ca ***Please add the following subject line to your Email:** Invoice status
Inquiries about missing coding and other purchasing details	Contact your Whitecap Resources Inc. representative. Contact Whitecap Resources Inc. at: **Email:** accountspayable@wcap.ca ***Please add the following subject line to your Email:** Missing coding and other purchasing details
Questions about missing payments	Contact your Whitecap Resources Inc. representative. Contact Whitecap Resources Inc. at: **Email:** accountspayable@wcap.ca ***Please add the following subject line to your Email:** Missing payment
"How to" questions and other information regarding Cortex applications and the invoicing process	Browse or search on Cortex Online Help or contact Cortex Customer Support: • support@cortex.net • 1-866-716-6272
Technical assistance with Cortex	