

At **NorthRiver Midstream**, we have recently begun a new initiative to streamline the process of entering LEMs/Time Tickets into our SAP S/4 HANA ERP system.

Our goal is to transition from a traditional, manual process to a more efficient, electronic process that enables us to upload valid LEMs in a timely manner and ensures payments of invoices are made as per our contractual arrangements, while maintaining our valuable supplier relationships.

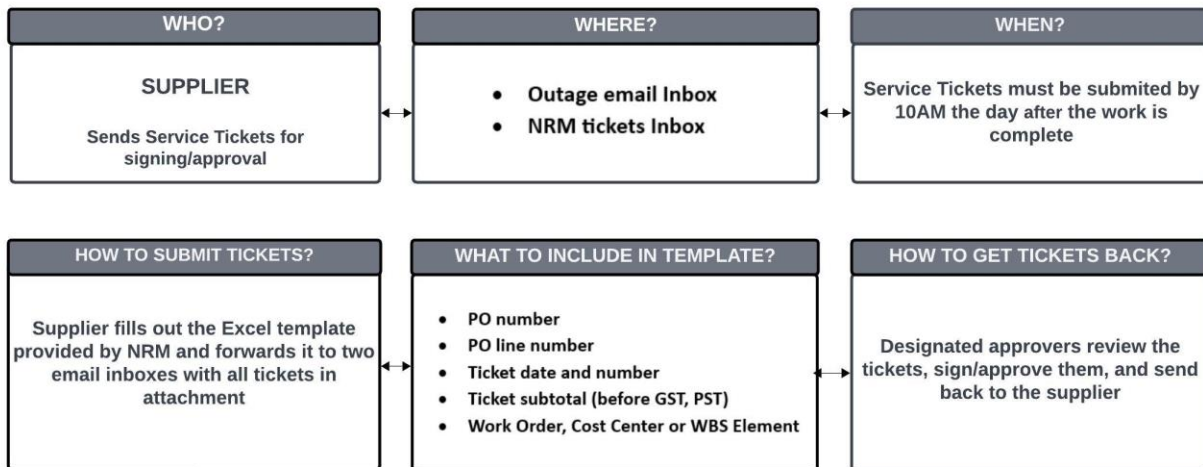
To help our suppliers submit their LEMs/Tickets for work verification and payment validation, we have prepared detailed [Upload Template Instructions](#).

[Upload Template Instructions](#) is a guide for suppliers, detailing how to submit their LEMs/Time Tickets for approval and processing.

We believe that this new process will not only improve the efficiency of our LEMs/Time Tickets entry process, but also enhance the overall supplier experience.

We are committed to working closely with our suppliers to ensure a smooth transition to this new electronic process and we look forward to continuing our strong relationships.

LEMs/TIME TICKETS PROCESS



[Upload Template Instructions](#)

All LEMs/Time Tickets must include the following essential information to be included in the uploaded template:

- Purchase Order and Line number
- Ticket date and number
- Ticket subtotal (before GST, PST)

- Work Order, Cost Center or WBS Element
- All costs such as: labor, LOA, travel and/or meals, material, equipment, and 3rd party expenses.

IMPORTANT KEY POINTS:

- When submitting the upload template via email, please ensure that all listed LEMs/tickets are attached along with their respective supporting documentation, including packing slips, third party invoices, receipts, etc.
- Do not list the credits in the template, submit them separately as a credit note.
- Do not make changes to the original ticket unless you receive instructions from NRM to do so. If amendments are needed, issue a new ticket. Make sure to reference the original ticket number on the new ticket to maintain a clear record of the changes. The combined amount of the subtotal lines listed on the template must exactly match the total amount of all attached tickets.
- If the number of tickets or entry lines exceeds 300, please submit them across two separate templates.

The Upload Excel Template can be accessed through the [NRM Supplier Portal](#)

If you have any questions or concerns, please feel free to reach out to the NRM SES team using the following email addresses:

SES Team Representative	NRM Gas Plant Area	Representative Contact Email
Nataliia Shuvarska	Fort Nelson Gath, Fort Nelson Gas Plant, Fort Nelson Complex, Fort Nelson Liquids, Patry Lake Liquids, Cabin Gast Plant & Cabin BS19, Sikanni Gas Plant, McMahon Gas Plant, McMahon Cogen Plant, Station 1&BS1, Fort Saint John Gathering	Nataliia.Shuvarska@nrm.ca
Ann Liu	West Doe, Pouce Coupe, Gord East & Gord West, Charlie Lake Complex, Fourth Creek, Tupper Main/West, Dawson Plant, Buckinghorse & Boundary Lake, Bisette, Highway, Jedney, Atiken Creek	Ann.Liu@nrm.ca

IMPORTANT NOTE: Any LEMs/Time tickets or templates with incomplete or invalid information will be returned for necessary completion or correction. This may delay submitting invoices or processing payments.