



Dear Supplier!

Thank you for submitting your invoices to NorthRiver Midstream Inc.

In order to facilitate the invoice processing, please review the following set of business rules prior to submitting your invoices:

All invoices must be submitted to invoices@nrm.ca. The invoice needs to be in PDF format only with all the back up as one file.

The following mandatory information is required for invoices to be accepted:

- Contractor name, address and telephone number
- NorthRiver Legal billing entity as indicated on this PO
- NorthRiver Address where the work was completed
- Invoice/Reference Number (duplicate invoice numbers will be rejected)
- Valid invoice date
- PO Number (if required)
- Contractor applicable taxation registration number
- Total applicable Sales Taxes charged as per the PO
- Project Name/Number (if applicable).
- Maximum of 4 pdf files (Invoices) per email can be sent to invoices@nrm.ca

Net payment terms begin upon the submission of a correct invoice which meets the requirements as described in this PO. Failure to comply with these instructions may cause a delay in invoice payment.

If you have any questions, please contact the AP Helpdesk by email to ap@nrm.ca.

Thank you for your business!

Sincerely yours,

A/P team

North River Midstream Inc.