



Vermilion Vendor Invoicing Process Changes – Effective May 1, 2023

As a follow up to the prior notification we would like to remind you that Vermilion is implementing new centralized software (SAP) across core finance business functions. This implementation will impact our vendor network and new processes which will take effect on May 1, 2023.

Starting May 1, 2023, you will submit one PDF package along with the attached Excel coding template by email to AP_invoices@vermillionenergy.com. The PDF file must contain your invoice and all the supporting documentation. If you have multiple invoices please send each invoice separately with the corresponding Excel template. This new email address is only for invoices and is not monitored. Invoice inquiries can be sent to the Accounts Payable inbox, see below.

We hope this new process will enable time and cost efficiencies for both Vermilion and our vendor network. There is no transaction charge to you with this new invoice submission process.

If you have any questions or concerns regarding this notice, please don't hesitate to reach out to our Accounts Payable team at accountspayable@vermillionenergy.com

Regards,

Cam Baker
Supervisor, Accounts Payable