



Overview

This guide provides information for vendors on how to fill out Vermilion's Invoice Coding Template to submit alongside invoices.

Invoice Coding Template – Excel

Header	Vendor Number	Company Code	Invoice Number	Invoice Date	Supply Date	Invoice Total Amount	Currency	Requester Email	Job Description						
	123456	1020					CAD	vermilion_client_contact_email							
Item #	AFE	Cost Center	Activity Date	Description of work/service provided	G/L Acct	Type of Cost	Quantity	Unit of Measure	Price per Unit	Amount	Tax Code	Ticket #	Internal Order #	Work Order #	
1															
2															
3															
4															

Header Information

Name of Field	Description
Vendor Number	Enter your Vermilion vendor code. Note: Vendor numbers have been updated - to find out your new vendor number, please reach out to accountspayable@vermilionenergy.com .
Company Code	Defaulted to 1020 – please do not change this unless you have been notified by our AP team.
Invoice Number	This is your invoice number.
Invoice Date	This is your invoice date (DD.MM.YYYY).
Supply Date	This is the last day of the month (DD.MM.YYYY).
Invoice Total Amount	This is the invoice total, including taxes. GST and PST will automatically be calculated based on the tax codes selected on the line items.
Currency	Select the currency of your invoice.
Requestor Email	Enter the name of your Vermilion contact that requested the product/service. If unknown, please leave it blank.
Job Description	Enter a brief explanation of the service or product provided.

Line-Item Information

Name of Field	Description
AFE	If applicable, enter the AFE number associated with goods/services. This is typically noted on a field stamp or provided by your Vermilion contact. This is also referred to as a WBS number.
Cost Centre	Enter the Cost Centre number associated with goods/services. This is typically noted on a field stamp or provided by your Vermilion contact.
Activity Date	Enter the date goods/services were provided/delivered (DD.MM.YYYY).
Description of Work	Enter a brief description of the service or product provided.
G/L Acct	Enter the account code associated with the goods/services, provided by your Vermilion contact.

Name of Field	Description
AFE	If applicable, enter the AFE number associated with goods/services. This is typically noted on a field stamp or provided by your Vermilion contact. This is also referred to as a WBS number.
Cost Centre	Enter the Cost Centre number associated with goods/services. This is typically noted on a field stamp or provided by your Vermilion contact.
Type of Cost	Select the type of cost from the drop-down list.
Quantity	Enter the quantity of the goods/services provided based on the unit of measure.
Unit of Measure	Select the unit of measure from the drop-down list.
Price per Unit	Enter the price per unit of measure.
Amount	Enter the amount for each line item, excluding taxes.
Tax Code	Select the tax code from the drop-down list. Each line item must have a tax code selected. Tax code and description I0 – GST is not applicable I1 – GST is applicable I2 – GST and PST are both applicable Because taxes are excluded on the line items, the invoice template spreadsheet will not balance to the invoice total amount in the header of the template. The sum of your line items should equal the subtotal of your invoice.
Ticket #	Enter the number on your field ticket
Internal Order #	If applicable, enter the Internal Order number associated with the goods/services.
Work Order #	If applicable, enter the Work Order number associated with the goods/services.

Frequently Asked Questions

- Why do we need the Excel template, when I can just email our invoices for processing?
 - SAP VIM (Vendor Invoice Management) uses OCR (Optical Character Recognition) to read invoices and populate the required fields within SAP. As vendors have their own unique invoices, a standard Excel template used across our vendor network will speed up the OCR process and help ensure that your invoice is read correctly.
 - The Excel template will also accommodate multiple line items and coding, which will assist our administrative team and allow for your invoice to move through the system faster.
- Do I need to break out each item on the template?
 - No, you don't. If you find that the items you are invoicing cannot easily be broken out (as laid out by the template) you can insert a lump sum amount and not use the quantity and unit of measure fields.
- Can I send multiple invoices in one email?
 - No, please send one email per invoice with the Excel template.

- The email you send to AP_invoices@vermilionenergy.com should contain one Excel template and a PDF of your invoice (including any associated backup).
- If you have more Excel files or other document types to send as backup for your invoice, please email those documents to accountspayable@vermilionenergy.com and we will manually attach them.
- Who fills out the template?
 - As the supplier/service provider, you will fill out the template. The template is designed to replicate your PDF invoice.
 - For specific information such as AFEs, cost centres, G/L accounts, reach out to your Vermilion contact.
- Will you accept a PDF version of the template?
 - You can PDF the excel template and attach it to the first page of your PDF invoice. VIM can only handle **one** PDF document in the email.
- What if we don't know the requestor's email, only their name?
 - You can leave the field blank if you do not know.
- What email address do I send my invoices to?
 - Invoices, along with the Excel template should be sent to AP_invoices@vermilionenergy.com
 - Note - this email inbox is for invoices only and is **not monitored** – please do not send correspondence to this email address.
 - To get in touch with our AP team, please email accountspayable@vermilionenergy.com
- What if I want to know the status of my invoice or when it will get paid?
 - Please email accountspayable@vermilionenergy.com
 - The VIM inbox is not monitored and only used to load invoices to SAP.

Vendor Webpage

For more vendor information such as EFTs, and to ensure you always have the latest version of our Invoice Template, please visit our vendor webpage at [Canadian Vendors - Vermilion Energy](#).