



October 2023

To our valued vendors,

As part of a companywide initiative Vermilion Energy Inc. is moving onto OpenInvoice (OI) as our accounts payable platform, effective November 1st, 2023.

Some of the benefits of utilizing OI include:

- The ability to track invoice statuses within OI, reducing phone calls and emails
- Faster dispute tracking and resolution
- There should be little to no incremental effort for vendors currently on OI
- There is no cost to vendors to utilize the OI platform
- Increased processing and payment times

Online registration can be completed at www.openinvoice.com. If you experience any issues, please email oisupport@vermilionenergy.com

For vendors not currently utilizing OI, we strongly encourage you to do so but you can still send invoices to the below email addresses for processing and payment:

Canada: accountspayable@vermilionenergy.com

USA: usaccountspayable@vermilionenergy.com

The Client Submission Guidelines will be available for download in the OpenInvoice™ Resource Center once your account setup is complete. Upon login to OpenInvoice, a **step-by-step guided tour** will walk you through the creation of your first invoice.

If you don't not see Vermilion Energy Inc. as an "Enabled Customer" in OI, after October 31, 2023, please contact oisupport@vermilionenergy.com to make sure we have your company enabled for transactions.

Should you have any questions in the meantime, please contact oisupport@vermilionenergy.com. We look forward to working with you on this electronic invoicing initiative.

Thank you,

Accounts Payable