



**DISRUPTIVE ENERGY SERVICES**

“Environmental Focused, Compliance Driven”

# INVOICING REQUIREMENTS



**Disruptive Energy Services Incorporated**

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Thorsby, Alberta  
T0C 2P0

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587-997-1292  
[suppliers@disruptiveenergy.ca](mailto:suppliers@disruptiveenergy.ca)

## Invoice requirements

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All invoices submitted to Account Payable (AP) for the Disruptive entities listed on page 2, must contain the following information. If any of the below information is missing from an invoice, the invoice may be rejected. If an invoice is rejected, a notification stating the rejection reason will be emailed to the supplier and Disruptive contact person (if one is listed on the invoice).

Note: The information must be indicated on the actual invoice, Information included in the body of the email will not be accepted.

### Invoice information requirements

- Supplier name
- Supplier address
- Correct "Bill to" entity name
- Invoice date
- Invoice number
- Invoice total amount (taxes must be broken out on a separate line)  
Specify the amount and country of any services provided
- Name of Disruptive business contact

### Purchase Orders / Work Orders

If a Purchase Order (PO) or Work Order (WO) is being used, the following information must be included on the invoice and exactly match the contract or else the invoice will be rejected:

- Contract line-item number and description
- Quantity and price
- Unit of measurement
- Maximum of 20 contract line items per invoice

### Invoice email submission requirements

- One invoice per email
- Invoice image must be in PDF format
- One invoice per PDF file (file may contain multiple pages)
- PDF file must be smaller than 10MB
- PDF file cannot contain encryption features
- Submission email address is [accounting@disruptiveenergy.ca](mailto:accounting@disruptiveenergy.ca)

If you are missing any required information, please contact your Disruptive contact.



# Disruptive Energy Entities

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Disruptive Energy Services Incorporated

Disruptive Technical Services Ltd

Disruptive Environmental Field Services Ltd

Crawler Energy Services Ltd



Invoicing Requirement