



September 9, 2022

To Karve Energy's partners and valued vendors,

Karve Energy is moving onto the OpenInvoice network effective 09/27/2022.

Karve Energy suppliers will see no changes to their current commercial terms and will maintain an Enverus-Cortex subscription plan, which Karve Energy has been a member of since 2017. This commercial model is only available to current legacy Cortex Buyer's and is NOT offered to any new Buyers. There is no impact to suppliers who currently transact with other operators using the OpenInvoice network.

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Below are the invoice submission timelines for the transition to OpenInvoice.

- 1) Karve Energy OpenInvoice will be available for all invoices effective 09/27/2022
- 2) Karve Energy Workbench – As of 09/22/2022, Karve Energy Workbench will no longer be available. Suppliers must submit all invoices prior to 5:00pm Mountain on 09/21/2022. Any unsubmitted or rejected invoices must be submitted in Karve Energy OpenInvoice beginning 09/27/2022.

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**Effective 09/27/2022, we request that you submit  
electronic invoices for Karve Energy through OpenInvoice.**

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The Client Submission Guidelines will be available for download in the OpenInvoice Resource Center once you have been enabled.

Key Changes:

- All Cost Centers and AFE's are searchable.
- Site and Department fields are now a requirement and need to be populated.
- Access to the OpenInvoice Supplier Dashboard, which displays invoices that need attention, aging invoices, purchase orders, price books and approved invoices.
- Invoices will no longer be rejected but put in a disputed state. Disputed Invoices can be corrected and then resubmitted.
- SupplierLink is available to for those who wish to automate their invoicing. SupplierLink eliminates double invoice entry, allows Field Tickets to be referenced, saving valuable time and provides enhanced reporting functionality. For more information go to: <https://www.oildex.com/products/supplierlink/>
- For Integrated Suppliers (both Draft and Full), the Enverus team will contact you to discuss this transition.

Should you have any questions about your OpenInvoice account, you may contact [openinvoicesupport@enverus.com](mailto:openinvoicesupport@enverus.com).

**Suite 1700, 205 5 Avenue SW, Calgary, AB, T2P 2V7  
Phone: (587) 393-8301 Fax: (587) 393-8318**



If you currently do not have an OpenInvoice account, please use the link below to create your account or go to [www.openinvoice.com](http://www.openinvoice.com) and click on Join Now.

<https://www.openinvoice.com/docp/reg.do?code=HPHMTD>

### **Invoice Submission Requirements and Changes Effective Date**

Karve Energy moved onto the OpenInvoice network in 09/27/2022. Karve Energy suppliers will see no changes to their current commercial terms and will maintain an Enverus-Cortex subscription plan, which Karve Energy has been a member of since 2017.

Karve Energy has opted to leverage a limited model that shares the cost of submissions on the Enverus network. Suppliers will need an Enverus subscription plan to invoice Karve Energy.

Suppliers with 10 or MORE invoices annually will need to contact Enverus Supplier Account Management Team to subscribe.

Email: [orderdesk@enverus.com](mailto:orderdesk@enverus.com)

Phone: 866-716-6272 Option 2

Suppliers with FEWER than 10 invoices annually can continue to mail or email them to Karve Energy for processing.

1700, 205 5 Ave SW

Calgary, AB T2P 2V7

[accounting@karveenergy.com](mailto:accounting@karveenergy.com)

This commercial model is only available to current legacy Cortex Buyer's and is NOT offered to any new Buyers. There is no impact to suppliers who currently transact with other operators using the OpenInvoice network.

If you have any questions, please email [accounting@karveenergy.com](mailto:accounting@karveenergy.com).

We look forward to working with you on this electronic invoicing initiative.

Karve Accounting