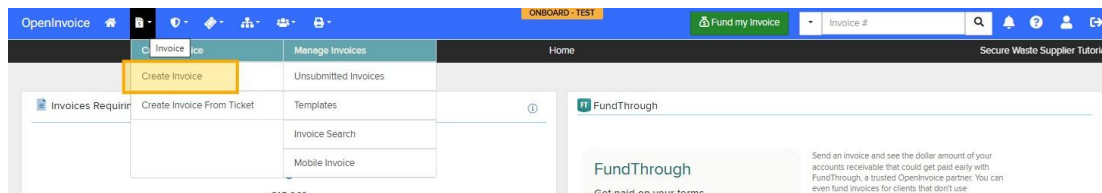




**Supplier Invoice Guide for SECURE Waste Infrastructure Corp**

## Invoice Submission Instructions

1. Login to your OpenInvoice account: <https://www.openinvoice.com/docp/public/OILogin.xhtml>
2. From the Home Page, select **Invoice** then **Create Invoice**



3. Choose SECURE Waste Infrastructure Corp and select the relevant Customer Site from the available options:

- SECURE Specialty Chemicals Corp. – MAEC
- SECURE Specialty Chemicals USA LLC – MAEU
- SECURE Waste Infrastructure Corp. – SESC
- SECURE Waste Infrastructure USA LLC - SESU

4. The Customer Department will populate after the Customer Site is selected
5. Input the following information:

**NOTE: the information that you provide in the OI form needs to be identical to the actual invoice attached.**

- Invoice Number
- Invoice Date/Service Date
- Description: Enter the SECURE contact that requested the product or service, and any specific SECURE references that you were given (e.g., AFE #, PO #, Job #, Project ID, location/site etc.)

6. Select **Next**
7. Select **Add Line Item**

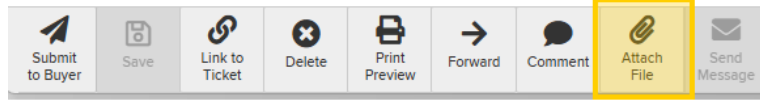
8. Enter a single line item for your invoice that includes the invoice subtotal, and tax, if applicable:

**NOTE: SECURE requires only one single invoice line**

- Product/Service: Select Product
- Description: Enter "Subtotal"
- Details:
  - i. Quantity: Set as "1"
  - ii. Rate: Enter the Subtotal of the invoice
- Taxes:
  - i. Type: If you are charging GST, check the box beside GST
    - To automatically apply GST to invoices, turn on the Automatically apply Tax preference (instructions at the end of this document)
  - ii. Tax Amount: this field will auto-populate with the tax amount for the rate entered based on the default tax percent
    - To enter a different GST amount than auto-populated, enter the dollar amount in the Tax Amount box. The Tax Percent will update based on the Tax Amount entered
- Do not enter any coding or AFE information

9. Select **Next**

10. Select **Attach File** and include a PDF copy of your detailed invoice

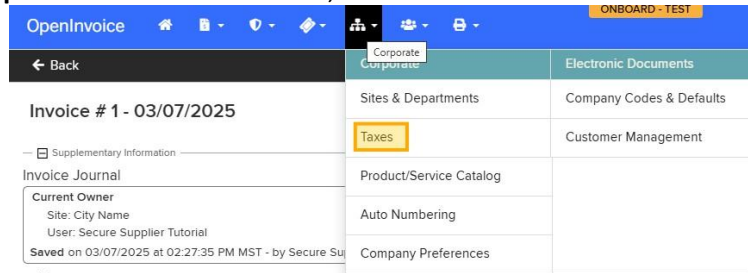


11. Select **Submit to Buyer** to submit the invoice for review by SECURE



## Enable Automatically Apply Tax Instructions (Optional)

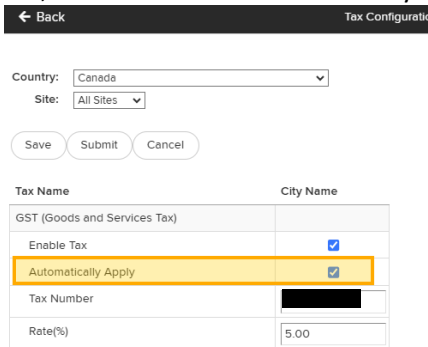
1. Select the **Corporate** icon from the Menu, then **Taxes**



2. Select **Edit Taxes**



3. Select **Automatically Apply** to the Tax Type(s) you would like to turn the functionality on for. When this option is selected, the GST box will automatically be checked off on invoices



4. Select **Save**