



May 22, 2009

TO: Accounts Receivable Department  
ConocoPhillips Canada Suppliers & Contractors

RE: **ConocoPhillips Canada (CPC) Paper Invoices**

Effective **June 15, 2009** ConocoPhillips Canada and its entities are implementing a new paper invoice process. Benefits of this new process include improved efficiency and the ability for you to track your invoice status from the date of receipt through payment via our website **[vis.conocophillips.com](http://vis.conocophillips.com)**.

As part of this new process, the following changes apply to **paper invoices**:

- 1) Invoices should be addressed with the correct ConocoPhillips Canada entity name and mailed to:

CONOCOPHILLIPS CANADA  
ATTN: ACCOUNTS PAYABLE  
PO BOX 2566, STN M  
CALGARY AB  
T2P 2H7

- 2) All paper invoices must include **one** of the following in the Purchase Order Number or Reference field on the face of the invoice. This information should be provided by the CPC representative.
  - a. **Purchase Order Number** (10-digit number beginning with "45")  
or
  - b. **User ID** of a CPC employee
- 3) Ensure the bill-to name is for the correct ConocoPhillips Canada entity.
- 4) Please ensure all required coding as detailed in the 'What Vendors Need to Know' (see link below) is on the invoice to ensure timely payment.

Invoices received without this information will be returned for correction and a new invoice should be reissued with the current date and reference information. The new corrected invoice date will be used for payment due date calculation.

Please communicate this change to the appropriate people in your company to ensure a smooth transition and avoid payment delays.

An updated reference guide "What Vendors Need to Know" which outlines the requirements to ensure timely and efficient processing of your paper invoices is available on our website **[www.conocophillips.ca](http://www.conocophillips.ca)**.

If you have any additional questions or need website assistance, please call the **Vendor Relations Call Centre at (403) 532-5088**. We are doing everything to make this change as seamless as possible. We appreciate your patience as we implement this process and look forward to a continued business relationship.

ConocoPhillips Accounts Payable