



Dear Supplier!

Thank you for submitting your invoices to NorthRiver Midstream Inc.

In order to facilitate the invoice processing, please review the following set of business rules prior to submitting your invoices:

All invoices must be submitted to [invoices@nrm.ca](mailto:invoices@nrm.ca)

Please ensure all invoices are submitted to the correct email address

Please note that only one invoice, along with supporting documentation, per attachment is allowed by the system. The invoice needs to be in **PDF format** only with all back up as one file.

**The following mandatory information is required for invoices to be accepted:**

- **Company Legal Name**
- **Company Address**
- **Invoice/Reference Number (duplicate invoice numbers will be rejected)**
- **Valid Date**
- **PO Number (if required)**
- **Non-PO invoices will require a valid email address of the designated NRM contact**
- **Correct Tax Information**

If you have any questions, please contact the AP Helpdesk using the contact information below.

Email: [ap@nrm.ca](mailto:ap@nrm.ca)

Thank you for your business!

Sincerely yours,

A/P team

NorthRiver Midstream Inc.