

# BlueStone Natural Resources II

## Invoice Submission Guidelines



To access the videos, please sign into OpenInvoice and click **Resource Center** at the top right corner of your screen. In the Resource Center, go to **OpenInvoice Documents > Training Videos**.

Invoice Data Fields - Header		
Screen Field Label	Description	Required
Customer	Select <b>BlueStone Natural Resources II</b>	Yes
Customer Site	See <b>Site</b> listing below	Yes
Department	See <b>Department</b> listing below	Yes
Invoice #	The invoice number should match the Invoice # in your accounts receivable system	Yes
Date	<b>Invoice Date</b> from your accounts receivable system	Yes
Service Date	Required at line level	Yes
Contract	Select appropriate contract, if applicable	
Invoice Type	Original (standard Debit invoice) or Credit. The default is Original. For credits, a minus sign (-) must be placed in the quantity field	Yes
Currency	Select currency for invoice	Yes
Description	WHO, WHERE, WHY/WHAT – Enter Who requested, the Well/Lease/Facility name, and the General Description of the service/product supplied	Yes



Refer to the contact details for buyer questions.

For OpenInvoice support, please contact [openinvoicesupport@oildex.com](mailto:openinvoicesupport@oildex.com) or 1-866-627-3287.

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Invoice Data Fields - Line Items		
Screen Field Label	Description	Required
AFE	If an AFE has been provided to you, enter it here	
Cost Center	If a Cost Center number has been provided to you, enter it here. If you do not know the number, you may search by the name using the search button to the right of the field	
Service Date	Service end date or product delivery date	
Product/Service	Select the product/service you are providing from the list	Yes
Charge Type	Populates automatically based on the Product/Service selected	Yes
Description (Product/Service)	Populates automatically based on the Product/Service selected. Add the full description for this particular product/service line item if the default value is generic	Yes
Quantity	Number of units or feet sold	Yes
Units	Units of measure (hours, each, day, feet, miles, etc.)	Yes
Rate	Service rate or product unit price	Yes
Discount	Item discount that applies (including early pay discounts); if no discount, enter 0	Yes
Tax	Check box if taxes apply and enter percentage	Yes

**\*Required if provided by BlueStone Natural Resources II.**



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### Sites & Departments:

Site	Remit to Department	Contact Details
G & A	G&A AP	AP: 918-392-9200 Email: vendorsupport@bluestone-nr.com
North Texas	Alliance/LA AP Cowtown AP Hill Country AP	AP: 918-392-9200 Email: vendorsupport@bluestone-nr.com
South Texas	South Texas AP	AP: 918-392-9200 Email: vendorsupport@bluestone-nr.com
West Texas	West Texas AP	AP: 918-392-9200 Email: vendorsupport@bluestone-nr.com



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### Integration Details:

#### **Buyer Information:**

**DUNS # = 454216635**

**PIDX Tag = InvoiceProperties.PartnerInformation.PartnerIdentifier partnerIdentifierIndicator="DUNSNumber"**

#### **Sites & Departments (see listing above)**

**PIDX Tag = InvoiceProperties.PartnerInformation.ContactInformation.ContactName**

Example:

```
<pidx:ContactInformation contactInformationIndicator="BuyerDepartment">  
  <pidx:ContactName>Accounts Payable</pidx:ContactName>  
</pidx:ContactInformation>
```



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### PIDX Data Requirements

Screen Field Label	Description	PIDX XMLTag	PIDX Format
<b>Header Description</b>	Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease. Enter the original invoice number for credit invoice.	Invoice.InvoiceProperties.Comment	Text
<b>AFE</b>	AFE	InvoiceDetails.InvoiceLineItem.ReferenceInformation.AFENumber	Text
<b>Cost Center</b>	CC	InvoiceDetails.InvoiceLineItem.ReferenceInformation.CostCenter	Text
<b>Contract</b>	Contract Number	InvoiceProperties.ReferenceInformation.ContractNumber	Text
<b>FT Number</b>	Field Ticket Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketNumber	Only one FT number is supported via B2B
<b>FT Line Number</b>	Field Ticket Line Number	InvoiceDetails.InvoiceLineItem.FieldTicketInformation.FieldTicketLineNumber	Only one FT line number is supported
<b>Service Date From</b>	Start Date of Service - Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodStart	YYYY-MM-DDTHH:MM:SS
<b>Service Date To</b>	End Date of Service – Mandatory for each invoice line item	InvoiceDetails.InvoiceLineItem.ServiceDateTime.ServicePeriodEnd	YYYY-MM-DDTHH:MM:SS

**\*Required if provided by BlueStone Natural Resources II.**

#### Requisition Example:

```
<pidx:PersonnelInformation>
  <pidx:PersonnelName>John Smith</pidx:PersonnelName>
  <pidx:Comment>Requisitioner</pidx:comment>
</pidx:PersonnelInformation>
```



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### Test Data

Field Label	Value
AFE	16-14
CC	1601004

**\* NOTE - Buyer will need to send a test FT to supplier in order to perform a test**

### LIDO CSV Data Requirements

Screen Field Label	Description	LIDO CSV Column	CSV Format
<b>Header Level Description</b>	Required: WHO, WHERE, WHY/WHAT – Include description of product/service delivered, rig/location, well/lease. Enter the original invoice number for credit invoice.	3 - InvoiceDescription	Max 2000 Characters
<b>Service Date To</b>	Start Date of Service - Mandatory for each invoice line item	17 - ServiceDate	YYYY-MM-DD
<b>AFE</b>	AFE Number	20 - AFENumber	
<b>CC</b>	Cost Center Number	21 - CostCenterNumber	
<b>Contract</b>	Contract Number	38 - ContractNumber	
<b>Field Ticket Number</b>	Field Ticket Number that applies to each charge	39 - FieldTickertNumber	Only one field ticket number is supported per line
<b>Field Ticket Line Number</b>	Filed Ticket Line Number	Not Supported in LIDO	
<b>Service Date From</b>	End Date of Service - Mandatory for each invoice line item	41 - ServiceDateFrom	YYYY-MM-DD

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