

# SUPPLIER INVOICE REQUIREMENT QUICK REFERENCE GUIDE

 Contract

 Invoice # - all caps, no spaces or special characters

 Invoice Date

 Tax Rate

 Attachments (copy of invoice, field tickets, etc.)

 Name of person who ordered the material or service

 Service Start/End Dates

## REQUIRED INFORMATION:

 Reviewer E-mail<sup>1</sup>  
(sold to email)

 Cost Object<sup>1</sup>  
(AFE, Property, Work Order, Department, etc.)

 Commodity Code<sup>2</sup>

 General Ledger Account  
(can be entered by Supplier OR Apache Reviewer)

 **Account Assignment: Type of Cost Object the line item cost will be assigned to**  
F (Order): Assign line item cost to a Work Order  
K (Cost Center): Assign line item cost to a Property, Facility, Route, Company Vehicle, Yard or Department  
P (Project): Assign line item costs to an AFE  
X (All): Assign line item cost to multiple cost objects (AFE, Property, Work Order, Department, etc.)

<sup>1</sup> Apache to provide to supplier

<sup>2</sup> Only required if invoice items not selected from a contract. Non-contract line item is added to the invoice.