

Please note: The following guideline may be updated from time to time. If there is a discrepancy between this guideline and the grant agreement, the terms of the grant agreement shall prevail.

The invoice template is the required form to be used by approved applicants (producers) with grant agreements in place who wish to invoice Alberta Energy for support of eligible bioenergy production.

Submission of Invoices

- Invoices are due by the last day of the month following the quarter to which the invoice pertains.
- Producers intending to invoice Alberta Energy for production that occurred during the first (April-June 2011) and second (July-September 2011) quarters of Program Year 1 have until November 14, 2011 to submit invoices for both quarters.
- Quarterly reports for the first two quarters are also due by November 14, 2011 for facilities that were capable of production during those periods but are not invoicing Alberta Energy for eligible production in those quarters.
- If the producer's agreement is for a facility capable of production, the Producer should file a quarterly report even when they are not submitting an invoice.
- Alberta Energy requires a signed invoice and quarterly report in pdf (Adobe Acrobat) or paper format, and an electronic copy of the invoice in Excel format.
- If submitting all documents electronically, supporting documents should be submitted as separate documents from the invoice. Alberta Energy encourages producers to submit each certificate of analysis (if required) as a separate document.
- For electronic submissions, Alberta Energy will accept multiple attachments in a single email, a series of emails for the same submission, or an email with instructions for downloading documents from a file transfer protocol (FTP) site set up by the producer.
- Excel-format invoices and signed invoices in pdf format should be submitted by email to BPCP.Energy@gov.ab.ca or may be delivered by mail to:

Susan Carlisle, Director of Alternative Energy
10th Floor, North Petroleum Plaza
9945-108 St., Edmonton, AB T5K 2G6

or by courier or in person to:

Susan Carlisle, Director of Alternative Energy
Alberta Energy Reception
2nd Floor, North Petroleum Plaza
9945-108 St., Edmonton, AB T5K 2G6
Attention: Susan Carlisle, Director of Alternative Energy

Invoicing and Quarterly Reporting Compliance and Consequences

Requirements and potential consequences of non-compliance for late or deficient invoices are addressed in Sections 5 and 6 of the grant agreement.

Please refer to Sections 5 and 6 of the grant agreement for other invoice requirements. Section 5.13 makes some allowances for late or deficient invoicing and quarterly reporting.

If a reduction in the annual grant occurs as a result of a late or deficient invoice or quarterly report, this will also count as a compliance incident under Section 5.12, which may contribute to grounds for termination under Section 6.1.

	SECTION ON FORM	TIPS FOR PRODUCERS
A.	GENERAL INFORMATION	
	Grant Number	The grant number is found on the upper right hand corner of the fully executed grant agreement and in the cover letter that was sent with the fully executed agreement.
	Current Billing Period	Please identify the quarter based on the start and end month, e.g., <ul style="list-style-type: none"> • Apr-12 to Jun-12 (means Quarter 1 of 2012/13, April 1 through June 30, 2012) • Jul-12 to Sep-12 (means Quarter 2 of 2012/13, July 1 through September 30, 2012) • Oct-12 to Dec-12 (means Quarter 3 of 2012/13, October 1 through December 31, 2012) • Jan-13 to Mar-13 (means Quarter 4 of 2012/13, January 1 through March 31, 2013)
	Bioenergy Product	Enter the product as identified in Schedule A of your grant agreement. This information is located in the first row of the table under the heading “Committed Production and Support”. Examples: first generation ethanol, wood pellets, biogas, heat, electricity
	Program Number	Enter the applicable program number (i.e., Program 1, 2, 3 or 4) for the product as identified in Schedule A of your grant agreement. This information is located in the first row of the table under the heading Committed Production and Support.
	Company Name	Enter the company name (the “Applicant”) found on page 1 of the grant agreement
	Project Location	Enter the name of the community (or closest community) stated in Section 1.1 of the grant agreement under “Facility”.
	Contact Person, Phone Number and Email	Please provide contact information for the person whom Alberta Energy should contact if they have any questions about the submission or require additional information.

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B.	COMMITTED PRODUCTION	<p>Enter the Year (if not already provided in the template), the Committed Production and the Annual Grant.</p> <p>The Annual Grant is the amount stated in Schedule A of the grant agreement or amended grant agreement, or a reduced amount due to non-compliance (see Sections 2.2 and 5.13 of the grant agreement).</p>
C.	PAST PRODUCTION AND SUPPORT	<p>The purpose of this section is to confirm the following in the current program year (April 1 through March 31):</p> <ul style="list-style-type: none"> • the quantity of production reported to date, • the quantity supported, and • the amount (in dollars) of support received. <p>If production has been reported for a previous quarter but no payment of support has been received, enter the quantity of production reported, enter “0” under Past Production Supported and “\$0” under Support Received.</p> <p>The total values at the bottom of the table should update automatically.</p>
D.	CURRENT PRODUCTION MONTHLY TOTALS	<p>Complete Table F before completing Table D.</p> <p>The Production Quantity for each month is the sum of “Quantity of Production” in Table F for all sales and dispositions in that month.</p>
E.	ATTACHMENTS TO THIS INVOICE	<p>This section is intended to confirm the types of documents which are required and attached, including those required with the initial invoice.</p> <p>Supporting Documentation</p> <p>All submissions must include sales invoices, sales receipts or disposition documents to support the quantity of bioenergy production included on the invoice.</p> <p>Include production and supporting documentation even if the annual grant (or reduced annual grant) has been fully utilized.</p> <p>If the quantity of production identified in supporting documentation is not equal to the amount stated on the invoice, receipt or disposition document, please include supporting documentation to show calculations and sources of all values. For example, for calculation of net eligible electricity under Program 2 or 4, you may need to deduct parasitic load used to produce electricity.</p> <p>Certificates of Analysis</p> <p>Certificates of analysis are required for all products under Program 1 (liquid biofuels) and 3 (biomass pellets, biocarbon), and sold gas products under Program 2. Certificates of analysis are not required for Electricity and Heat under Programs 2 and 4.</p> <p>If a certificate of analysis is required, you may propose alternative documentation as an acceptable equivalent. You may submit this alternative documentation for consideration by Alberta Energy</p>

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		<p>(BPCP.Energy@gov.ab.ca) in advance of submitting the invoice.</p> <p>If a referenced certificate of analysis was submitted with a previous invoice, you may make reference to the submission that included that document, rather than re-submitting it.</p> <p>Proof of Calibration</p> <p>Proof of calibration of the bioenergy output measurement system is required with the initial invoice. After the initial invoice, this documentation is submitted with the Annual Report. Acceptable documents include:</p> <ul style="list-style-type: none"> • a calibration certificate issued within the past 12 months, signed by an engineer; or • a receipt or letter confirming compliance with Measurement Canada <p>Engineer’s sign-off on calculations (Heat and Electricity - Program 2 and 4)</p> <p>Calculations that are to be signed off by an engineer include:</p> <ul style="list-style-type: none"> • All heat calculations, • Calculation of net eligible electricity, and • Calculation of on-site consumption of electricity <p>This information is required with the initial invoice for heat or electricity production under Programs 2 and 4. After the initial invoice, this documentation is required with each annual report.</p>
	Signature	<p>The invoice should be signed by an individual in the capacity of one of the following:</p> <ul style="list-style-type: none"> • the company representative who signed the grant agreement, • the individual identified in Section 9 of the grant agreement for communication purposes, • the designate identified in the original application, or • An executive officer of the producer company (the Applicant) such as the Chief Executive Officer or Chief Financial Officer, or • The President or Vice-President of the producer company. • An individual designated (temporarily or indefinitely) in writing by one of the above individuals or positions to sign the quarterly report on behalf of the applicant. <p>Please ensure to include the date, a printed name and the position title for the individual signing the invoice.</p>
F.	CURRENT PRODUCTION	<p>Use this section to identify production being invoiced for the quarter.</p> <p>Date</p> <p>Use the date of sale or disposition as shown on supporting documentation</p>

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	<p>which. The date must fall within the quarter to which the invoice pertains.</p> <ul style="list-style-type: none"> • Please use the two digit day-month-year format. <p>Sold to / Disposition</p> <p>Identify the buyer on the sales invoice or receipt, or identify as “Consumed on site”.</p> <p>Invoice or Tracking Number</p> <p>Each quantity of production listed should have a unique identifier for the sales transaction, invoice or production unit. This should be clearly identified on the supporting documentation.</p> <p>Quantity of Production</p> <p>Enter all production that you believe to be eligible from this quarter even if the annual grant (or reduced annual grant) has been fully utilized.</p> <p>Ensure that the quantity of production corresponds to the unit of measure. (E.g. kilowatt hours, Megawatt hours, Gigajoules or Kilojoules for heat.)</p> <p>The minimum number of decimal places for each measurement unit is as follows:</p> <ul style="list-style-type: none"> • Kilowatt hours (kWh): one decimal place, e.g. 10.3 kWh • Megawatt hours (MWh): four decimal places, e.g. 0.0103 MWh • Gigajoules (GJ): one decimal place, e.g. 10.3 GJ • Litres (L): one decimal place, e.g. 1,000,000.1 L • Tonnes (T): two decimal places, e.g. 1,000.12 T <p>Units</p> <p>Please ensure you enter the correct unit of measure (e.g., kWh, not KW).</p> <p>Credit Rate</p> <p>Please ensure that the credit rate is expressed in the correct order of magnitude relative to the unit of measure.</p> <p>For example, if you report Program 4 electricity generation in MWh, then the credit rate would be \$17.00 per MWh, as opposed to \$0.017 per kWh.</p> <p>Potential Payable</p> <p>Amounts in this column should calculate automatically (Quantity of Production x Credit Rate).</p> <p>The total potential payable amount is the sum of the payable amount for each unit of production.</p> <p>The approved amount payable may be less than the potential amount</p>

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		<p>payable.</p> <p>The department will only consider a year-end adjustment based on production included in the invoice for the applicable quarter. Therefore, if support for production exceeds the Annual Grant, continue to invoice for production. This information is also used by the department to track the quantity of eligible production which did not receive any support.</p> <p>Certificates of Analysis</p> <p>This column does not apply to heat and electricity under Program 2 and 4.</p> <p>If applicable:</p> <ul style="list-style-type: none"> • please attach each certificate of analysis as a separate document if submitting electronically. • please enter the full unique identifier provided on the certificate of analysis; • each unit of production (line item) identified should have only one certificate of analysis, but you may reference and attach more than one certificate of analysis; • if you provide a reference number for a certificate of analysis that was submitted with a previous invoice you are not required to submit another copy of this document; and
	Comments	Please use this space for any comments or questions.
	Office Use Only	This section is used by Alberta Energy for verification and notes.
	_____	Blank blue lines throughout this form are used by Alberta Energy staff.