

Invoice Submission Instructions

Effective February 20, 2026

Please follow the instructions below when submitting invoices to SECURE.

SECURE Legal Name and Address

Effective February 20, 2026

Invoices must include the **legal name and address** of the SECURE entity you are billing. This information will be provided by the SECURE employee requesting the service.

Legal Name	Address	Legacy Code from OpenInvoice
SECURE Waste Infrastructure Corp.	Suite 2300, 225-6th Avenue SW, Calgary, AB, T2P 1N2	SESC
SECURE Waste Infrastructure USA LLC	6440 Hwy 85, Williston, ND 58801	SESU
SECURE Specialty Chemicals Corp.	Suite 2300, 225-6th Avenue SW, Calgary, AB, T2P 1N2	MAEC
SECURE Specialty Chemicals USA LLC	6440 Hwy 85, Williston, ND 58801	MAEU

Required Invoice Information

To support accurate routing and timely approval, invoices must include the following information, as applicable:

- **Ship-to location**
The location where the product was delivered or where services were performed.
- **Reference information**
Invoices must include **at least one** reference provided by the SECURE employee requesting the work to ensure proper routing. Acceptable references include:
 - Purchase order (PO)
 - Employee name
 - Authorization for Expenditure (AFE)
 - Facility name
 - Other applicable SECURE reference
- Invoices submitted without a routing reference may result in processing delays.
- **Supporting documentation**
All signed work tickets, bills of lading, work orders, or other required documents must be included with the invoice submission.

Invoice Format and Submission

- All invoices must be submitted in **PDF format**.
- Each invoice, along with all supporting documentation, must be combined into **a single PDF file**.
- Invoices must be submitted by email to the appropriate **invoice intake email address** listed below.
- Each email may include **multiple invoices**, provided that each invoice and its backup are contained within a single PDF document.
- Invoice intake email addresses are **specific to the remit-to address** shown on your invoice.

Legal Name	Intake Email	Legacy Code from OpenInvoice
SECURE Waste Infrastructure Corp.	APInvoices-WMCAN@secure.ca	SESC
SECURE Waste Infrastructure USA LLC	APInvoices-WMUSA@secure.ca	SESU
SECURE Specialty Chemicals Corp.	APInvoices-SCCAN@secure.ca	MAEC
SECURE Specialty Chemicals USA LLC	APInvoices-SCUSA@secure.ca	MAEU

Invoice Inquiries and Statements

For invoice-related questions, including invoice status inquiries or statement submissions, please contact the appropriate email address listed below. This is SECURE's **preferred method of communication** for these requests.

Please note that **legacy accounts payable email addresses will be retired** after a transition period. Each inquiry email is specific to the remit-to address on your invoice.

Legal Name	Intake Email	Legacy Code from OpenInvoice
SECURE Waste Infrastructure Corp.	APInquiries-WMCAN@secure.ca	SESC
SECURE Waste Infrastructure USA LLC	APInquiries-WMUSA@secure.ca	SESU
SECURE Specialty Chemicals Corp.	APInquiries-SCCAN@secure.ca	MAEC
SECURE Specialty Chemicals USA LLC	APInquiries-SCUSA@secure.ca	MAEU

SECURE