

To ensure timely processing of your invoices for payment, please provide all of the information below. Invoices submitted incorrectly may be disputed – resulting in delay of payment. Disputed invoices are the responsibility of the supplier to correct and resubmit.

Contact your Cenovus representative that requested the product or service for any missing information (i.e. legal entity, order numbers, AFE numbers, cost center, work order).

## Supplier invoice requirements

- ☑ Invoices must be labeled "INVOICE" or "CREDIT" – credits must reference original invoice number
- ☑ Ensure the correct Cenovus [legal entity name](#) is used
- ☑ Well name, legal description, site name where the work was performed
- ☑ Cenovus bill to address
  - 500 Centre Street SE, P.O Box 766, Calgary AB, T2POM5
- ☑ Supplier name and remittance address – your company name, remit-to address and current contact information (email preferred)
- ☑ Cenovus invoicing contact
- ☑ Invoice date
  - Invoices dated older than six months may be disputed if the approver is no longer valid or cannot validate the charges
- ☑ Invoice number – must be unique
- ☑ Amount and currency
- ☑ GST/HST number (if registered) – sales tax amounts must be shown separately
- ☑ Service dates
- ☑ Description of goods or services (including quantities, unit prices, and tag numbers)
- ☑ Accounting codes:
  - Authority for expenditure - AFE/major/minor
  - Cost centre - CC/major/minor
- ☑ Cenovus issued order number (where applicable)
  - Master service order, purchase order, contract or release number
  - Order number document contain invoicing instructions and must be attached to your invoice submission
- ☑ Work order (where applicable)
  - Drilling, well servicing, completions, maintenance and planning
- ☑ Third-party – Engineering Procurement/Construction Management Firms (EP/CM)
  - Cenovus [legal entity name](#) c/o EP Firm/CM Firm
  - Include summary invoice backup information
  - Include copies of all third-party invoices related to the service
- ☑ Supporting documentation
  - Supporting documentation must include a copy of your original invoice, plus all other available documentation that provides evidence and justification for the charges including bill of lading, order number, work order, field tickets.
  - Supporting documents stating bill to, charge to, sold to or invoice to must include the correct Cenovus legal entity name
  - Original receipts are required for travel expense