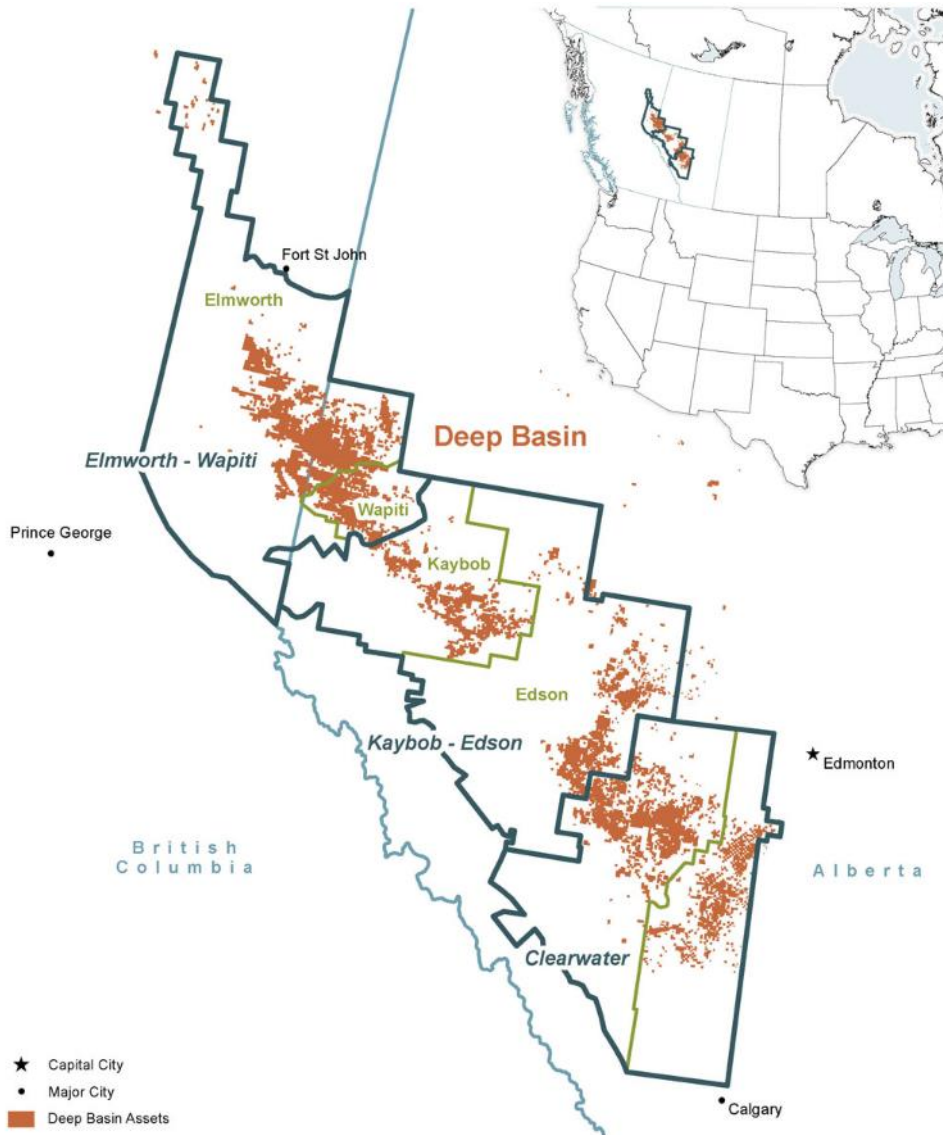


Where are Deep Basin Properties?

Deep Basin includes: Clearwater, Elmworth-Wapiti, Kaybob-Edson, Horn River and other small properties in the Deep Basin region.

<http://www.cenovus.com/news/news-releases/2017/05-17-2017-cenovus-completes-acquisition-of-assets-in-western-canada-from-conocophillips.html>



How do I get Deep Basin coding?

Refer to the field stamp provided on your invoice or tickets for coding information. Acceptable formats for Deep Basin are:

Network # (Cost Object) or Activity and GL Code
12345678 or A123 and 701XXX

Cost Center (Cost Object) and GL Code
VCCWXXXX and 701XXX

When do I submit via Actian and when do I submit via OpenInvoice?

We have two online systems - Actian for any suppliers who have completed work related to Deep Basin assets and OpenInvoice for all other Cenovus properties.

Effective November 13, 2017, all invoices for Deep Basin properties must now be submitted directly to Cenovus Energy Inc using Actian (<http://www.cenovus.com/contractor/deep-basin-supplier-invoicing-requirements.html>).

How do I find out who my Approver is?

Refer to the field stamp provided on your invoice or tickets for the Approver and Reviewer ID.

My invoice hasn't been approved and paid?

[Vendor Inquiries System](#) allows you to easily obtain up-to-date information on your invoice/PO status and payment. You will need your company's SAP vendor number and have an invoice or purchase order number that is currently in our system.

How do I receive payment?

We make payments to our customers by Electronic Funds Transfer. To ensure there is no disruption in payment, please complete the appropriate form below to be set up for direct deposit. If you have a change in banking use the same form to update your banking. If you have any questions about the form, email directdeposit@cenovus.com.

- [Supplier direct deposit form](#)
- [International supplier form](#)

What supporting documentation is required for an invoice?

Supporting documentation must include 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.