

Disputed invoices are the responsibility of the supplier to correct and resubmit. Contact the Cenovus Deep Basin representative that requested the product or service for any missing information.

Effective November 13, 2017, all invoices for Deep Basin properties (Clearwater, Elmworth-Wapiti, Kaybob-Edson, Horn River) must now be submitted directly to Cenovus Energy Inc.

Deep Basin Supplier invoice requirements:

Invoice Header

- Labelled "INVOICE" or "CREDIT"
- Invoice number
 - Unique invoice number
- Credit invoice must also have a unique number and reference the original invoice number (where applicable)
- Invoice date
 - invoices dated older than six months may be disputed if the approver is no longer valid or cannot validate the charges
- Correct Cenovus [legal entity name](#)
- Cenovus bill to address:
 - 500 Centre Street SE, P.O. Box 766, Calgary AB, T2P 0M5
- Supplier name and remittance address
 - legal company name
 - remit-to address
 - contact information including email address
- Invoicing contact
 - SAP Approver ID and Reviewer ID
- Amount and currency
- Applicable taxes
- GST/HST number (if registered)

Invoice Line Item Detail

- Service /delivery dates
- Description of products or services
 - including quantities, unit of measure, unit prices, and tag numbers
- Cost Object
 - Cost Center: VCCWXXXXXX
 - Network: 104XXXXX
 - Activity Code: 00XX
 - Refer to your field stamp for details
- GL Code: 702XXX
- Company Code: DH01, BF01, BH01, NALN
- Plant Code: CAXX
- PM Work order number/Operation Code (where applicable)
- Purchase Order Number (where applicable)
 - PO number and line number(s) must be referenced
 - Refer to PO instructions in Appendix 1

Supporting Documentation

- Must include a copy of your original invoice
- Must include all other available documentation that provides evidence and justification for the charges including, but not limited to, bill of lading, SCM order, work order, field tickets, etc.
- Any supporting documents stating "bill to", "charge to", "sold to" or "invoice to" must include the correct and complete Cenovus legal entity name
- Original receipts are required for travel expense

Appendix 1: Purchase Order instructions

OLA Service/Material Contract Number (46000XXXXX)

Outline Agreement is used to validate rate. The invoices must also include the:

- OLA Number
- OLA Line Item Numbers
- Service/Material Number
- Cost Object and coding provided by your Cenovus Deep Basin representative

Materials Purchase Order (45000XXXXX)

The products/services are procured through Supply Chain Management. An itemized order document is generated and provided with details. The details of your invoice must match the details of the order and include the following:

- Purchase Order Number
- Purchase Order Line Item Number
- Line Item Description
- Quantity, Unit of Measure and Price per unit
- Materials Ship Date
- Material # or Vendor Material/Part # (if applicable)
- Cost Object and coding provided by your Cenovus Deep Basin representative

Service Purchase Order Number (45000XXXXX)

The products/services are procured through Supply Chain Management. A formal purchase order document is generated and provided with details. The details of your invoice must match the details of the purchase order and include the following:

- Purchase Order Number
- Purchase Order Line Item Number
- Quantity, Unit of Measure and Price per unit
- Ticket # and Service Dates
- Contractors Name who performed the service
- Cost Object and coding provided by your Cenovus Deep Basin representative