

Invoices submitted incorrectly will be disputed – resulting in delay of payment. Disputed invoices are the responsibility of the supplier to correct and resubmit. Contact the Cenovus representative that requested the product or service for any missing information.

## 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  - invoices dated older than six months may be disputed if the approver is no longer valid or cannot validate the charges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:
  - 225 - 6 Ave SW, 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
  - First and last name of who needs to review and /or approve your invoice, this name is also provided on the purchase order document under invoice instructions
- 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
- Account coding
  - AFE: 17XXXXXX
  - Cost Center: 6XXXX
  - Major & Minor: 82XX.3XX
  - Refer to your field stamp for details
- Order Number (where applicable)
  - Order number and associated order line number(s) must be referenced
  - Refer to order coding instructions in Appendix 1
- Work order number (where applicable)
  - Work Orders numbers are subject to additional requirements

NOTE: Engineering Procurement/Construction Management Firms must also include:

- Cenovus [legal entity name](#) c/o EP Firm/CM Firm
- Summary invoice backup information
- Copies of all third-party invoices related to the service

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### 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: Order coding instructions

### Service Orders (Master Service Order (MSO)/Preferred Supplier Commercial Terms)

The products/services are requested by an end user without a specific order document, but the rates have been pre-negotiated on the service order. The invoice must also include the:

- Service Order (MSO / PSCA / PSCT) number
- Order Line Number(s)
- Account coding as provided by your Cenovus representative

### Purchase Order (Contract/Contract Release/LEM's)

The products/services are requested by 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:

- Order number
- Order line number(s)
- Amount(s)
- Ticket number(s) or LEM number(s)
- Tickets provided as supporting documents should reference the Order and Order line number(s).
- Account coding as outlined in the Table 1

Table 1:

Cenovus Entities	Account Coding				
	Cost Centre	Major	Minor	Order Number	Order Line Number
Cenovus Energy Inc.	PRCH2	3005	097	Refer to order	Refer to order
Cenovus FCCL Ltd.	PRCH3	3005	097	Refer to order	Refer to order
Cenovus Telephone Lake ULC	PRCH4	3005	097	Refer to order	Refer to order
Bruderheim Energy Terminal Ltd.	PRCH5	3005	097	Refer to order	Refer to order

NOTE: LEM's CSV file upload's must include:

- The CSV file
- For complete information on the CSV process see page 4 of the [FAQ](#) document