

Submission Guidelines for Cenovus Deep Basin

To ensure your invoices are processed as quickly as possible, provide **ALL** the information below. Invoices submitted incorrectly may be **disputed** and could delay payment. Please ensure you are only submitting invoices related to the Deep Basin. For all Oil Sands related invoices, continue to submit to Cenovus Energy Inc.

Disputed invoices are the responsibility of the supplier to correct and resubmit or cancel.

Before you Start

An invoice may not:

- Have more than one approver per invoice.
- Be a consolidation of invoices. Create one electronic invoice per invoice.

The maximum size of each attachment is 9 MB. The total size of all attachments per invoice may not exceed 80 MB.

The following file types are supported for attachments:

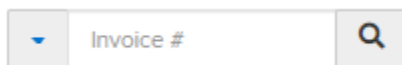
- PDF
- XLS (or XLSX)
- DOC (or DOCX)
- CSV
- TXT
- JPEG
- GIF
- TIFF
- TSV
- DWG

We recommend you use one of the following browsers:

- Microsoft Internet Explorer 11
- Google Chrome
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

Determining Invoice Status

OpenInvoice will display the Invoice Journal at the top of each invoice. Use the Invoice Search field to find and open your Invoice.



Once the invoice is open, the Invoice Journal will display the latest status of the invoice (Submitted > Processing > Approved > Paid) with payment details as per your payment terms.

Terms are determined from **Submission Date** in OpenInvoice not Invoice Date.

Any invoices submitted in OpenInvoice will be tracked in OpenInvoice and not via the Cenovus Vendor Inquiries site (VIS). You can only view your older invoices through VIS. For assistance with invoice submission in OpenInvoice, please email eInvoicingSolutions@Cenovus.com. You will no longer be able to create VITs tickets for assistance.

Creating your Invoice

1. From the main menu, hover your mouse over **Invoice**.
2. A dropdown menu displays. Click **Create Invoice**.

Important! You must separately bill charges related to the Deep Basin and Oil Sands. Deep Basin invoices are entered in Open Invoice under the Customer: **Cenovus Energy Inc. – Deep Basin**. Oil Sands invoices are entered in Open Invoice under the Customer: **Cenovus Energy Inc.**

3. In the form that displays, fill in the fields as follows for a **Deep Basin** invoice:
 - **Customer Name:** **Cenovus Energy Inc. – Deep Basin**
 - **Customer Site:** Choose ONE of the following:
 - Drilling/Completions Deep Basin; **or**
 - Operations Clearwater, Eckville; **or**
 - Operations Edson, Kaybob; **or**
 - Operations Elmworth/Wapiti, Grande Prairie; **or**
 - Payables Deep Basin.
 - **Department:** This auto-populates to the correct department.

If you are unsure, consult the [Work areas](#) on the Cenovus website or contact your Cenovus representative.

4. In the **Creation Options** field, select **Standard**.
5. Click **Next**.
6. The **General Information** page displays.

Yellow fields are **required fields**.

Fill in the fields as follows:

- a. **Invoice Number:** Your invoice number must match the number on the backup exactly. Invoice numbers can only be used once. Do not enter duplicate numbers.
- b. **Invoice Date:** Date of your invoice. This field defaults to the current date.
- c. **Invoice Type:** If this is a credit invoice, select **Credit Invoice**. For a Credit Invoice, do not use the **Original Invoice** button to link to the original invoice number. Enter the original invoice number in the **Description** field.
- d. **Description:** **Required field** indicating your Invoicing Contact. Enter your Cenovus invoicing contact name or Reviewer Name/ID, and/or Department name into this field. This information may be listed on your Cenovus stamp/sticker.
- e. **Early Pay Terms:** May not be applicable for your account. If you have this field, select your Early Pay Program from the dropdown list. If no Early Pay Program is to be applied, leave the default at **Please Select**.

General Information

Invoice Number:	a	Invoice Date:	b	04/17/2019	MM/DD/YYYY
Invoice Type:	Original Invoice	Currency:	CAD - Canadian Dollar		
Submission Type:	Direct Entry	Invoice Amount:	0.00		
Status:	New	Remit Amount:	0.00		
Routing Code:					
Description:	d				

Next >>

7. Click **Next**.

OpenInvoice Quick Reference

- Click **Add Line Item**.
- Add your line item(s) as follows:

The screenshot shows the 'Add Line Item' form with the following fields and labels:

- a**: PO (Purchase Order) number
- b**: PO Line number
- c**: Service Date From (MM/DD/YYYY)
- c**: Service Date To (MM/DD/YYYY)
- d**: Product/Service (Start typing part of an item's description, part #, or category)
- e**: Tickets (with an 'Add' button)
- f**: Quantity
- g**: Units
- h**: Rate
- i**: Tax Type (GST is selected)
- j**: EP Eligible (checkbox)
- k**: AFE (Advanced Fee) field
- k**: Cost Center field
- i**: Location field
- m**: Major/Minor (two fields)
- n**: WO (Work Order) number

Buttons at the bottom: Next >>, Add Line Item, Cancel

- PO**: If you have Cenovus Purchase Order, enter the number. If you do not, leave blank.
- PO Line**: If you have Cenovus Purchase Order, enter the line number from the PO. If you do not, leave blank.



For further instructions or clarification with any of the above requirements, contact your Cenovus Representative, Project Manager, Approver or refer to your Cenovus-issued commitment (PO) for direction on invoice submission.

NOTE

- Service Date: Required field**. Enter the range of dates the service was completed, or the product was delivered. The **From** field date must be on or before the **To** field date. The **To** field date must be on or before the invoice date.
- Product/Service**: Type ahead to determine the Product/Service. The **Description** field automatically populates based on the Product/Service selected; however, it can be edited.
- Tickets**: Enter the ticket number. Examples could be a LEMs, Field, Work or Time ticket number.
Important! Do NOT click the **Add** button. This carries each ticket number to the next line item, which will cause disputes and delays.
- Quantity**: If this is a credit item, put a **Minus (-)** in front of the quantity. Enter the number of units as outlined in the Cenovus Order. Do NOT enter **1**. Do NOT enter a lump sum rate. Enter the rate per unit of each line item (see h below).
- Units**: Defaults to whatever was selected in the **Product/Service** field; can be edited.
- Rate**: Enter the rate per unit less taxes. Do not enter a lump sum rate.
- Taxes**: GST is auto-calculated. Charge PST (BC, SK, other) by selecting the appropriate tax type, or override the calculated tax percent or amount if required.
- EP Eligible**: Early Pay Terms is selected if you applied your Early Pay Program. If the line item you are entering should not have the Early Pay Program applied, invoice this line item separately in another invoice.

OpenInvoice Quick Reference

- k. **AFE or Cost Centre:** Can be BOTH. An invoice may have more than one AFE or Cost Centre. If coding is provided by your Cenovus representative, you must enter the coding into your electronic invoice. Most coding is provided in a stamp format. This is an example:
- l. **Location:** This is auto-populated based on the AFE or Cost Centre you entered. If the location is blank, click the magnifying glass (search button) beside the AFE or Cost Center to look up the code.
- m. **Major/Minor/NA:** The Major is 3 or 4 digits and the Minor is 3 digits. Enter the Major and Minor. Leave NA blank as it is not currently being used at Cenovus.
- n. **WO:** If a Work Order was issued, enter here; otherwise, leave blank.

CENOVUS ENERGY INC. – DEEP BASIN CODING STAMP EXAMPLE - DRILLING

Bill to:

CENOVUS ENERGY INC. (P.O. Box 766, Calgary, AB T2P 0M5)

Customer Name in OpenInvoice: *Cenovus Energy Inc. – Deep Basin*

Site: *Drilling/Completions Deep Basin*

Department: *Drilling/Completions Deep Basin*

Approver Full Name:

UWI/Location:

CC and AFE: Can be both a Cost Center and AFE OR only Cost Center

▪ Cost Center #: 6 digits numerical only, starting with 1. Example: **107028** (Requires a Major and Minor)

▪ AFE: Begins with and "A" followed by 8 numerical digits. Example: **A0000001** (Requires a Major and Minor)

Major: 3 or 4 digits numerical only. Example: **701 or 9701**

Minor: 3 digits numerical only. Example: **110**

Service Date: MM/DD/YYYY

Receipt Name:

Receipt Signature:

For Invoicing Instructions, go to <https://www.cenovus.com/contractor/invoicing.html>

For OpenInvoice assistance, contact [invoicingolutions@Cenovus.com](mailto:invoicingolutions@cenovus.com)

For those suppliers that email their invoices, contact Accounts.Payable@cenovus.com



CAUTION

Do NOT use your own numbers in the PO or WO fields.

Do NOT enter PST or GST as a separate line item.

Cenovus Issued Commitments **must** be attached as supporting documentation on your OpenInvoice submissions.

10. Click **Add Line Item** to add more line items. When you have added all the necessary line items, click **Next**.
11. Click **Attach File** to attach supporting documents. Supporting documents must include:
- A copy of your original invoice.
 - All other documents that provide evidence and justification for the charges on your invoice (e.g. tickets, bill of lading, orders, etc.). Include any stamped and signed documents.



IMPORTANT

When attaching your backup ensure it reflects the items and costs for the invoice you are submitting. Any backup attachments stating **Bill to, Charge to, Sold to or Invoice to** must include the full applicable Cenovus legal entity name of **Cenovus Energy Inc.**

12. When all your supporting documents are attached, click **Next**.
13. Click **Save**.
14. Click **Submit to Buyer**. If you want to enter a comment, enter a comment. This is not mandatory.
15. Click **Submit**. A message displays confirming your invoice has been submitted.

Note: You can send messages to Cenovus using the **Send Message** button. The message will be received by the Invoice Owner at Cenovus. You can also send comments to your company's users in OpenInvoice by clicking the **Comment** button. Cenovus does **NOT** see your company's comments. Cenovus only sees your messages.

For more information, go to our [website](#).

For assistance with invoice submission in OpenInvoice, please email eInvoicingSolutions@Cenovus.com.