

To ensure your invoices are processed for payment as quickly as possible, ensure to 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, 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* is limited to 80 MB.
  - The following file types are supported. Attaching an unsupported file type will result in an error. PDF, XLS, XLSX, DOC, DOCX, CSV, TXT, JPEG, GIF, TIFF, TSV and DWG
- To maximize the functionality of OpenInvoice we recommend the use of either Microsoft IE 11 (Windows 7+), Google Chrome (Supported Platforms), Mozilla Firefox (Supported Platforms), Apple Safari (Mac OS X and iOS), Microsoft Edge (Windows 10)

## Creating your Invoice

1. From the mega menu, select **Invoice > Create Invoice**
2. Click the drop-down lists and select the following:
  - Customer Name: Cenovus Energy Inc.
  - Customer Site: (applicable Cenovus legal entity)
  - Department: This will default to the correct AP department for the Customer Site selected
 If you are in doubt consult the Invoicing map as required on the Cenovus.com website (<http://www.cenovus.com/contractor/invoicing.html>), or call your Business Unit contact.
3. In **Creation Options** ensure **Standard** is selected
4. Click <Next>

- a. **Invoice Number:** Your invoice number (must match number on 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.  
**Service Date:** Enter the last day service was completed or product was delivered (mm/dd/yyyy)
  - 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:** This is where you specify the Cenovus Invoicing Contact; who/where Invoices are 'Addressed To' or 'Attention to'. This could potentially be one of the below scenarios:
    - Cenovus Representative/staff**  
**First & Last name of Cenovus staff** (example: Attention: John Smith)
    - OR**
    - EPCM Firm Work** (example: c/o Vista IMV JV, c/o Three Streams)
    - OR**
    - Applicable Cenovus Group** (example: FCCL Completions/Well Servicing)
 This information is usually provided on (but not limited to) one of the following - SCM Order; Cenovus Field Stamp; verbally; via email; Work Order.
  - e. **Early Pay Terms:** Select your Early Pay Program from the drop-down list. If no Early Pay Program is to be applied, leave the default of **--Please Select --**.
5. Click <Next> to complete the header section of your invoice
  6. Click <Add Line Item>
  7. Add your line item(s) accordingly

# Cenovus OpenInvoice Submission Guidelines

- PO/SO:** If your company has received a Cenovus-issued Master Service Order, Purchase Order, Contract, or Contract Release, please review the specific invoicing instructions outlined within that document for more details. For further details, please reference – **'Cenovus Issued Commitments and OI Submission.pdf'**.
- PO/SO Line:** Refers to the Line number on your Cenovus-issued Master Service Order, Purchase Order, Contract, or Contract Release
- Service Date:** Enter the range of dates service was completed or product was delivered (mm/dd/yyyy). The **Service Date From** field must be on or before the **Service Date To** field, must not be more than 1 years in the past or 1 year in the future, and must be on or before the Invoice Date
- Product / Service:** Type ahead to determine the appropriate Product / Service
  - The Description** field will automatically populate based on the Product / Service selected but can be edited to more suitable information
- Ticket Number:** Enter in applicable ticket number (examples of this would be - LEMs Ticket Number, Field Ticket Number, Work Ticket Number, Time Ticket Number, etc.). **Do not click the <Add> button.** This will carry each ticket number to the next line item which will cause issues, and possible payment delay, of your invoice processing.
- Quantity:** Enter your quantity. If this is a CREDIT item, put a minus (-) in front of the quantity. Enter the number of units as outlined on the Cenovus Order/Pricing Table. Do not enter "1" in the quantity. Do not enter a lump sum rate. Enter the rate per unit of each line item.
- Unit:** Defaults to whatever was selected in the Product / Service field. Field can be edited (example: Days, Hours, Each, Per, Total Bill).
- Rate:** Enter the Rate per Unit less Taxes for each item. Do not enter lump sums. Enter the rate per unit of each line item as per Cenovus Order/Pricing Table.
- Taxes:** The GST is auto-calculated into your line item Total. Charge PST (BC, SK, other) by selecting the appropriate tax type or override the calculated tax percent or amount if required.
 

| Tax Type | Tax Percent                              | Tax Amount |
|----------|--|------------|
| GST      | <input checked="" type="checkbox"/> 5.00 | 00         |
- EP Eligible:** Early Pay Terms is selected if you applied your Early Pay Program in step # 4.e. If the line item you are entering should not have the Early Pay Program applied, invoice this line separately in another invoice.
- AFE or Cost Center: (NOT 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.



## NOTE

**AFE Example:** 11142722  
**Cost Center** – usually varies from 4 to 7 numbers and may also begin with a letter.  
Example 57151 or PRCH2.

- Location:** This is auto-populated based on the AFE / Cost Center entered in step 2 and is not editable
- Major / Minor / NA:** Enter the Major / Minor code in the appropriate fields. First field is for the Major (4 digits), second field is for the Minor (3 digits), third field is for the Subcode which is not currently being used at Cenovus.
 

| Major/Minor/NA: | Major | Minor |
|-----------------|-------|-------|
|                 |       |       |
- WO:** Obtain the proper work order number sub ledger type from your Cenovus contact e.g. 12345678W, 12345678X or 12345678S. Other valid work order types could be A, C, I etc. When entering these, the letter must follow the work order number without spaces. *Work order numbers are case sensitive.* Leading zeros are optional. Work orders are Cenovus specific and are provided by Cenovus with specific instructions. Refer to these instructions when entering your WO number.



## 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.

## Cenovus OpenInvoice Submission Guidelines

8. Click <Add Line Item> to add more line items  
Click <Next> if this is your last, or only line item  
Click <Cancel> to cancel the line item entry
9. Click <Attach File> to attach **supporting documentation** for your electronic invoice. It is **strongly** recommended that stamped and signed supporting documentation be attached to each invoice and that it reflects the items and costs for the invoice you are submitting.  
**Supporting documentation** must include a copy of your original invoice, plus all other available documentation that provide evidence and justification for the charges that you've included on your invoice (i.e. tickets, bill of lading, service order, purchase order, work order etc.).
10. Click <Next> once all backup file(s) have been attached; <Add Another> to attach another backup file; <Cancel> to cancel attaching the *current* backup file.
11. Click <Save>
12. Click <Submit>
13. Type an optional Comment. This field is not mandatory.
14. Click <Submit>. A message appears on the screen indicating the invoice has been submitted.



### NOTE

For complete training refer to the [Cenovus External Learning Portal](#), eLearning module **Creating an Electronic Invoice**.

### 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 **one** of the **full** applicable Cenovus legal entities indicated below and match the company name on the electronic invoice you are submitting to avoid potential disputes.

Bruderheim Energy Terminal Ltd  
Cenovus Downstream Services LLC  
Cenovus Energy Inc.  
Cenovus Energy Marketing Services Ltd.  
Cenovus Energy US LLC

Cenovus Export Services Inc.  
Cenovus FCCL Ltd., As Operator for FCCL Partnership  
Cenovus GPco LLC  
Cenovus TL ULC, As Operator for Telephone Lake Partnership  
Cenovus US Holdings Inc.



### NOTE

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

*Thank you for helping us process your invoice in a timely fashion!*