

# Confirming Purchase Order Dates Quick Reference Guide



## Purpose

This document explains the steps for ensuring the Field Ticket Reporting Period dates, ticket details, and service period dates are within the Purchase Order (PO) validity start and end dates. **Only applicable if validity dates range were provided on the PO.**

## 1. Why is the purchase order validity date period important?

When applicable, if a Field Ticket or Invoice is submitted with the reporting period, ticket details, or service period dates outside the PO validity date range, it displays in Cortex Workbench as *received*. However, Cenovus receives it in *error status*. Due to the high volume of daily transactions, Cenovus is unable to immediately identify and reject tickets or invoices received in error status

## 2. What are the steps to confirm dates are within the purchase order validity dates?

1. Locate the Reporting Period dates, the Ticket Details, and Service Period dates.

2. Locate the Validity period on the PO.

		<b>Cenovus Energy Inc</b> <b>Purchase Order 8401538518</b> Page 1 of 3	
<b>Information</b>			
<b>PO Date</b>	DEC/08/2021	<b>Contact</b>	Completions
<b>Validity</b>	JAN/01/2022 to DEC/31/2022	<b>Phone</b>	403-298-6789
<b>Currency</b>	CAD Canadian Dollar	<b>Fax</b>	403-206-1172
<b>Your Ref.</b>	CW2308886	<b>Email</b>	[REDACTED]
<b>Delivery Date</b>	DEC/09/2021	<b>Delivery</b>	Costs, insurance & freight
		<b>Terms</b>	Costs, insurance & freight
		<b>Requisitioner</b>	Stephen Pun
		<b>Payment</b>	within 90 days Due net
		<b>Terms</b>	



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3. Are the reporting period, ticket details and service period dates within the PO validity date range?

**Yes** – Proceed to submit your Field Ticket or Invoice

**No** – Contact the Cenovus Procurement Administrator to confirm the PO number or to extend the Validity Date period on the PO.

The Cenovus Procurement Administrator’s contact information can be found on the PO. Click the paperclip icon to download a PDF copy of the PO.

	<b>PO #</b>	<b>Classification</b>
	8401538518	- All -
	 8401538518	Services

		<b>Cenovus Energy Inc</b> <b>Purchase Order 8401538518</b>	
		<small>Page 1 of 3</small>	
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<b>Validity</b>	JAN/01/2022 to DEC/31/2022	<b>Phone</b>	403-298-6789
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		<b>Payment</b>	within 90 days Due net
		<b>Terms</b>	

### Frequently Asked Questions

Question	Answer
Why is my Services PO greyed out and I am unable to select it in Cortex Workbench?	If the Ticket Date, the Reporting Period dates, and the Service Period dates are not within the PO Validity Period dates, the PO will be greyed out and you will not be able to select it.
I submitted a Field Ticket one week ago for a Services PO and it is showing with status received. Is there a problem?	Yes. The Field Ticket is probably in error status due to incorrect dates. Contact <a href="mailto:vendor.relations@cenovus.com">vendor.relations@cenovus.com</a> to get the ticket rejected. Enter PO validity dates in the email subject line.
The services were complete in the current year and my PO expired in previous year. What should I do?	Contact the Procurement Administrator to work with the business unit to provide you with a new PO or an extension to the validity dates of the existing PO.