

How to Read a Materials Purchase Order Quick Reference Guide



Purpose

This document explains how to read a Cenovus materials purchase order (PO).

What is a materials purchase order?


The official confirmation of a materials order.

Purchase Order Category

The PO category displays in Cortex in the **Classification** field.

Clear Filters		View Archive		Data is currently filtered.		
	<input type="checkbox"/>		PO #	Classification	Partner Code	
	<input type="checkbox"/>		<input type="text"/>	Materials	<input type="text"/>	
1	<input type="checkbox"/>		8401566793	Materials	11003411	
2	<input type="checkbox"/>		8401566994	Materials	11007216	
3	<input type="checkbox"/>		8401566988	Materials	11010885	
4	<input type="checkbox"/>		8401566991	Materials	11019315	

Information on a Materials Purchase Order



Cenovus Energy Inc
Purchase Order 8401566793
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Information		
PO Date JUN/23/2022 Validity JUN/23/2022 to JUL/27/2022 Currency CAD Canadian Dollar Your Ref. CW2287156 Delivery Date JUL/27/2022	Contact SSC IS Materials Phone 403-766-5228 Fax 403-206-1172 Email [Redacted] Delivery Terms Costs, insurance & freight	Requisitioner [Redacted] Payment Terms within 60 days Due net
Vendor Address [Redacted]	Shipping Address CALGARY WAREHOUSE CENOVUS ENERGY INC 4640 72nd Avenue SE CALGARY AB T2C 3Z2 CANADA Recipient [Redacted]	Billing Address This purchase order has been sent via Cortex. Please submit all invoices associated with this purchase order via Cortex.

1. **PO number:** Unique reference that matches shipments with purchases. A Cenovus PO number must be referenced in all communication with Cenovus, including, but not limited to, packing slips, shipping documents and invoices.
2. **Delivery date:** Date materials are expected on site. Cenovus must be notified if this date cannot be met.
3. **Contact information:** For the Cenovus procurement administrator.
4. **Payment terms:** Indicate the number of days when the supplier will be paid. Cenovus payment term period begins the day an acceptable invoice is received.
5. **Shipping address:** Where goods will be delivered.

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Item	Description	Quantity	UM	Unit Price	Amount Excl. Tax	Tx Cd	Tax	Amount Incl. Tax
20	Poly Blackwire 3320-M Headsets Reference Agreement CW2287156 Cost Centre: 10075303							
30	Poly Blackwire 3310-M Headsets Reference Agreement CW2287156 Cost Centre: 10075303							
40	Poly Voyager 4310 Headsets Reference Agreement CW2287156 Cost Centre: 10075303							
50	Spare Ear Cushions Reference Agreement CW2287156 Cost Centre: 10075303							

6. **Description:** Description of requested goods.
7. **Quantity:** Quantity of requested materials/services.
8. **UM:** Unit of measure that reflects how the product is sold.
9. **Unit price:** Agreed price for materials.
10. **Important note:** Specific requirements such as PO acknowledgement, provincial sales tax exemption, and shipping requirements are communicated to the supplier on this section.

Where to Go for Help

vendor.relations@cenovus.com

