

How to Read a Services Purchase Order Quick Reference Guide

REQUEST PURCHASE RECEIVE INVOICE PAY

Purpose

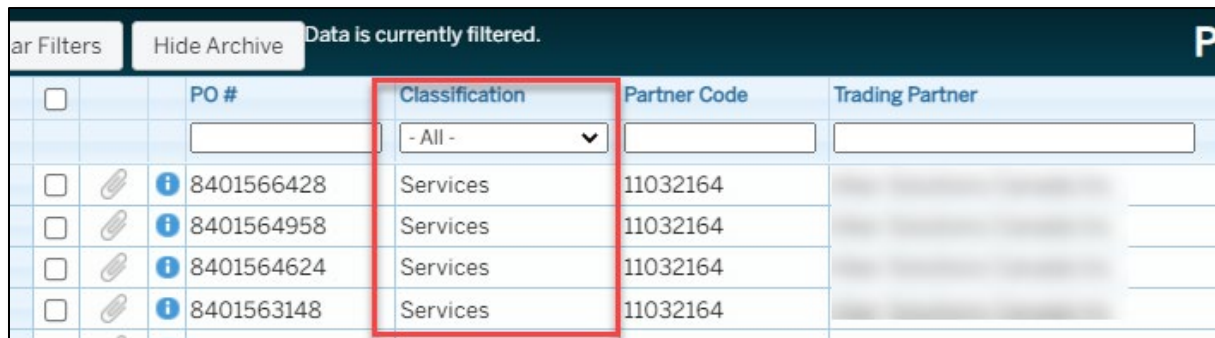
This document explains how to read a Cenovus services purchase order (PO).

What is a services purchase order?

The official confirmation of a services order.

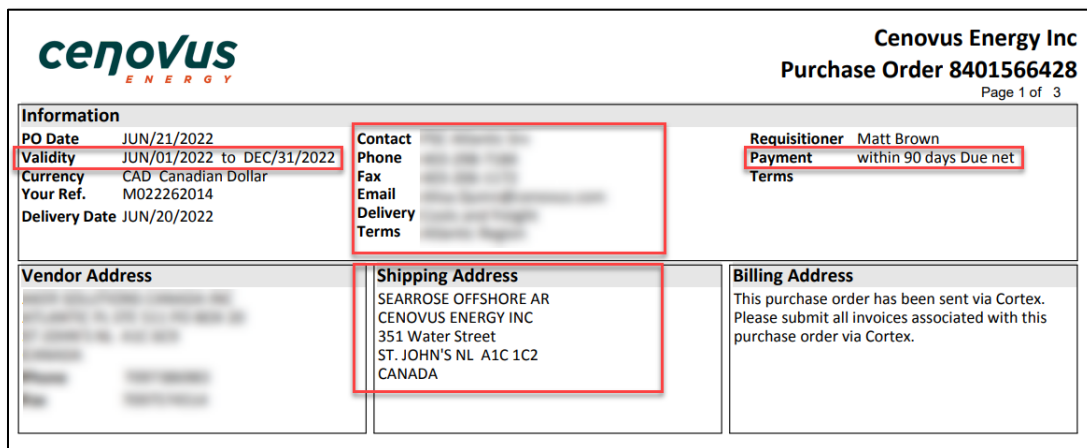
Purchase Order Category

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



PO #	Classification	Partner Code	Trading Partner
8401566428	Services	11032164	
8401564958	Services	11032164	
8401564624	Services	11032164	
8401563148	Services	11032164	

Information on a services PO



cenovus ENERGY Cenovus Energy Inc
Purchase Order 8401566428
Page 1 of 3

Information PO Date JUN/21/2022 Validity JUN/01/2022 to DEC/31/2022 Currency CAD Canadian Dollar Your Ref. M022262014 Delivery Date JUN/20/2022	Contact Phone Fax Email Delivery Terms	Requisitioner Matt Brown Payment within 90 days Due net Terms
Vendor Address	Shipping Address SEARROSE OFFSHORE AR CENOVUS ENERGY INC 351 Water Street ST. JOHN'S NL A1C 1C2 CANADA	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 must be referenced in all communication with Cenovus, including, but not limited to, field/service tickets, and invoices.
2. **Validity:** Start and end dates are being used as start and end dates for the invoicing plan. If your purchase order indicates the date range, the field tickets must be submitted within PO validity dates or tickets are rejected. This delays the approval process.
3. **Contact information:** For the Cenovus procurement administrator.
4. **Payment terms:** Cenovus payment term period begins the day an acceptable invoice is received.
5. **Shipping address:** Where the services will be delivered.

How to Read a Service Purchase Order Quick Reference Guide

Item	Description	Quantity	UM	Unit Price	Amount Excl. Tax	Tx Cd	Tax	Amount Incl. Tax
10	S-20M43 MA-06-895 Tertiary Steel Estim Reference Agreement Work Order:	1	PU			BA	GST	

6. **Description:** Description of requested services.
 - For early coded POs, the coding information and contract number is provided in this section. The cost object information is passed to Cortex and entered on the field ticket.
 - A PO is late coded if the cost object information is not known when the PO is created. The supplier must get the coding information from the Cenovus representative who placed the order and manually enter it into the field ticket. This only applies to service Pos.
7. **Tax code:** Based on the Cenovus asset and province for which the service/material is being procured.
8. **Important note:** Specific requirements such as provincial sales tax exemption, Section 29 holdback, quality assurance, ISO, brokerage, delivery instructions, and Surface Equipment Information Management (SEIM).

Where to go for help

vendor.relations@cenovus.com

