



# OPENINVOICE

INVOICE SUBMISSION GUIDELINES FOR SUPPLIERS

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## Overview

This document outlines key information that suppliers need prior to sending an invoice to Cenovus for payment.

OpenInvoice is only used for invoices that are not associated with Purchase Orders. Any invoices associated with Purchase Orders need to be submitted using the Enverus Cortex Workbench portal.

Please contact [vendor.relations@cenovus.com](mailto:vendor.relations@cenovus.com) with any questions about the Cortex Workbench portal.

## Invoice Guidelines

### Browsers

We recommend you use one of the following browsers:

- Google Chrome
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

For up-to-date browser information, please refer to the [OpenInvoice login](#) page.

### Before You Start

The size and number of invoice attachments is important. Following these guidelines ensures your invoice is processed efficiently, avoiding potential disputes and delays in payment.

Each electronic invoice you submit to Cenovus must:

- have only one financial approver (although there may also be technical reviewers)
- represent a single invoice document
- include all supporting documents as attachments
- adhere to our submission guidelines

Your company's products or services must be configured in OpenInvoice before you can submit invoices.

Go to **Corporate > Product/Service Catalog** to set these items up.

## File Attachments

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

## File Types

These are the file types supported for invoice attachments:

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

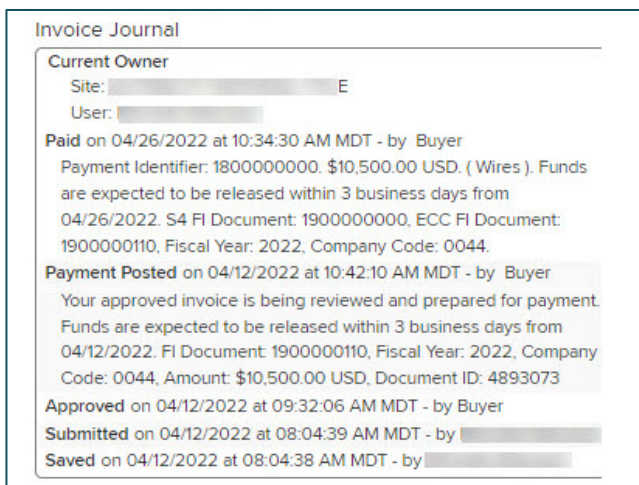
## Invoice Status

Use the **Invoice Quick Search** or **Invoice Search** field to find and open your invoice.



OpenInvoice displays the **Invoice Journal** at the top of each invoice and shows the latest status of the invoice (Submitted > Processing > Approved > Paid) with payment details.

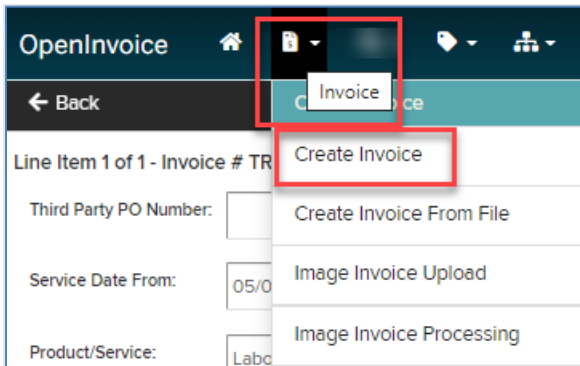
There is no need to contact Cenovus for payment inquiries. Once an invoice is approved and successfully processed by our Payments team, Cenovus automatically updates the invoice journal with the estimated payment date for your reference and convenience.



The payment due date is calculated based on the submission of your invoice (**not** your invoice date). Be sure to submit your invoices in a timely manner, with all required information to support prompt payment.

## Create an Invoice

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



**Important:** Invoices for all Cenovus areas are submitted to **Customer Name** of 'Cenovus Energy Inc.'

In OpenInvoice, yellow fields are **required** fields.

## Buyer and Supplier Information

- 1) Complete these fields:

A screenshot of a form titled 'Buyer and Supplier Information'. It contains four dropdown menus, each with a yellow background and a downward arrow: 'Supplier Site: --Please Select--', 'Customer Name: --Please Select--', 'Customer Site: --Please Select--', and 'Customer Department: --Please Select--'. Below the dropdowns is a 'Next >>' button.

- a. **Supplier Site:** Select your appropriate site.
- b. **Customer Name:** Cenovus Energy Inc.

## Invoice Submission Guidelines for Suppliers

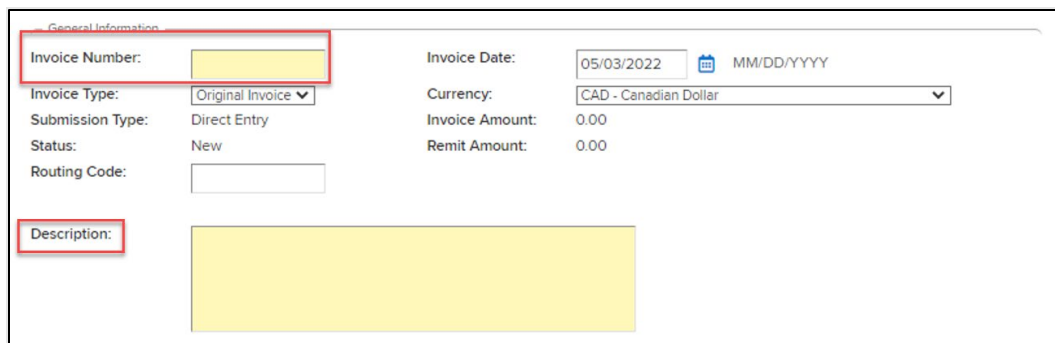
- c. **Customer Site:** Where applicable, Cenovus subsidiaries are listed as a **Customer Site**. Please ensure you select the correct Customer Site from the dropdown list to avoid potential dispute and delays to payment.
- d. **Department:** This field auto-populates to the correct department. If you are unsure, contact your Cenovus representative.

2) Click .


## General Information

- 1) The **General Information** page displays. Some fields are auto-populated.

**Complete** these fields:



The screenshot shows a form titled "General Information" with the following fields and values:

Invoice Number:	<input type="text"/>	Invoice Date:	<input type="text" value="05/03/2022"/>  MM/DD/YYYY
Invoice Type:	<input type="text" value="Original Invoice"/>	Currency:	<input type="text" value="CAD - Canadian Dollar"/>
Submission Type:	<input type="text" value="Direct Entry"/>	Invoice Amount:	<input type="text" value="0.00"/>
Status:	<input type="text" value="New"/>	Remit Amount:	<input type="text" value="0.00"/>
Routing Code:	<input type="text"/>		
Description:	<input type="text"/>		

- a) **Invoice Number:** Your invoice number must exactly match the number on the backup documentation and must be 16 characters or less.



**Important:** Invoice numbers can only be used once.

Do **not** enter duplicate numbers.

- b) **Invoice Date:** This field defaults to the current date and can be changed to a past date when required. No future dating of invoices is allowed.
- c) **Invoice Type:** This field defaults to **Original Invoice**. When this is a credit invoice, select **Credit Invoice** from the dropdown list.

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) **Currency:** This field auto-populates. Use the dropdown list to change the currency when required. Cenovus only accepts CAD and USD.
- e) **Routing Code:** Currently, the **Routing Code** field is not used during invoice submission. The field should be left blank
- f) **Description: Required field.** Enter your Cenovus Invoice Reviewer or Approver name.

General Information

Invoice Number: <input type="text" value="INV10054"/>	Invoice Date: <input type="text" value="05/30/2022"/> <small>MM/DD/YYYY</small>
Invoice Type: <input type="text" value="Original Invoice"/>	Currency: <input type="text" value="CAD - Canadian Dollar"/>
Submission Type: Direct Entry	Invoice Amount: 16,800.00
Status: Saved	Remit Amount: 16,800.00
Routing Code: <input type="text"/>	
Description: <input type="text" value="Attention to: Bob Smith"/>	

2) Click  .

## Line Item Information

1) The **Line Item** window displays.

Line Item 1 of 1 - Invoice # TRAININGTEST - 05/03/2022

Third Party PO Number:  Third Party PO Number Line

Service Date From:   Service Date To:

Product/Service:  ⓘ

Description:

Tickets:  Add

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	.00	<input type="text"/>	CAD	.00

Taxes:

Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
State <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	410222640	US - State Tax
GST <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	410222640	Goods and Services Tax
Federal <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	410222640	US - Federal Tax

Asset Number:

WBS/CC/Order:  🔍

Profit Center:  🔍

Location:

WBS/CC/Order Type:

GL Account/001/-:

Next >> Add Line Item Cancel

2) Complete these fields:

- a) **Third Party PO Number:** This field is for reporting purposes only. Enter any purchase order (PO) number provided to you by a third party. If none was provided, please leave this field blank.
- b) **Third Party PO Line:** Refers to the line number on the purchase order from your EPCM. Enter any purchase order (PO) number provided to you by a third party. If none was provided, please leave this field blank.
- c) **Service Date From/To:** Enter the range of dates service was completed or product was delivered.

The **From field** must be on or before the **To field**.




The **To field** must be on or before the **Invoice Date**.

- d) **Product/Service: Required field.** Use Type ahead functionality to determine the Product/Service. These are your company's products or services which must be configured in OpenInvoice before you can submit invoices.

Go to **Corporate > Product/Service Catalog** to set these items up.

- e) **Description: Required field.** This field automatically populates based on the Product/Service selected. The field may be edited. Use this field to outline more information on **your line item** which assists Cenovus in processing the invoice.

- a) **Tickets:** Optional. Enter the ticket number. Examples: Delivery ticket, field ticket number, work ticket number, or time ticket number. When you duplicate a ticket number, an alert icon  displays. A duplicate ticket invoice would not be paid by Cenovus. Click on this Alert to quickly see any invoices that may already reference this ticket number.

- b) **Quantity: Required field.** Enter the number of units as outlined in the Cenovus Order. When this is a credit item, put a Minus (-) in front of the quantity.

Please enter the quantity and rate details for **each line item** to match your billing details.

- c) **Units:** This field defaults to whatever was selected in the Product/Service field but can be edited.
- d) **Rate: Required field.** Enter the rate per unit minus taxes. Please enter the quantity and rate details for **each line item** to match your billing details.
- e) **Subtotal:** This field is calculated automatically.
- f) **Discount:** Should you offer a discount on any product or service, enter it in this field.
- g) **Currency:** This field auto-populates but may be edited. As Cenovus only accepts CAD and USD, please select the appropriate currency.
- h) **Total:** This field is calculated automatically.

Invoice Submission Guidelines for Suppliers

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- i) **Taxes:** Select the appropriate fields for State, GST or Federal tax.

GST is auto-calculated.

Charge State or Provincial sales tax (PST for BC, SK, other) by selecting the appropriate tax type, or override the calculated tax percentage or amount when required.

Set the percentage required for Federal tax lines.



All tax lines should be associated with an existing product / service line item.

**Do not** enter PST or GST as a separate line item.

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## Invoice Coding

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For the section below:

This coding will be provided to you by your Cenovus Approver. If you have not yet been provided with your coding, please leave these fields blank.

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- j) **Asset Number:** Optional field for Cenovus reporting purposes. Your Cenovus representative or Approver will provide specific details on what to enter, when required.
- k) **WBS/CC/Order:** Enter the corresponding Work Breakdown Structure number (formerly known as an Authorization for Expenditure (AFE), Cost Centre or Work Order number. Ensure that you enter the highlighted texts shown below. They are part of the coding that must be entered in OpenInvoice.

WBS / AFE: AA-XXXXXX-XX-XX-XX (up to 18 characters)

Orders / Work Orders: ORDXXXXXXXX (8 digits)

Internal Work Orders: ORDXXXXX (5 digits)


Cost Centre: CCXXXXXXXX (8 digits)

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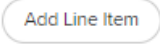


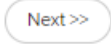
In some cases, you may be provided more than one cost object or coding string. Please create one line item per coding string.

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- l) **Location:** This field auto-populates based on the WBS/CC/Order entered. When the field is blank, use the Search button  to look up the required location.
- m) **WBS/CC/Order Type:** This field auto-populates.
- n) **G/L Account/001:** Enter the General Ledger (G/L) coding required for this invoice.
  - o The first field is for the G/L (7 digits)-account code
  - o The second should always be '001'.
  - o The third field must be left blank.


G/L Account: XXXXXXX (7 digits)

3) Click  to add more line items when required.

4) Once you have added all the necessary line items, click .

## Attach Supporting Documentation



1) **Click**  to attach supporting documents that reflect the items and costs for the invoice. Supporting documents must include:

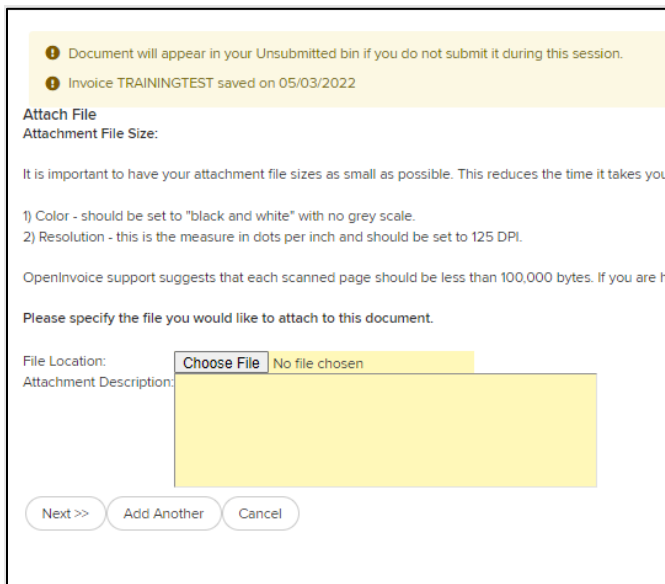
- A copy of your original invoice
- All other documents that provide evidence and justification for the charges on your invoice (Examples: tickets, bills of lading, orders)




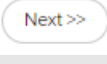
**Important:** When attaching your backup documentation, ensure that it reflects the items and costs for the invoice you are submitting.

Any backup attachments stating **Bill to**, **Charge to**, **Sold to** or **Invoice to** *must* include the full applicable Cenovus legal entity name as provided by your Cenovus representative

The **Attach File** window displays.



2) Browse to select the required file. Use the  button to select additional documents or images.

3) When all your supporting documents are attached, **click** .

4) The completed invoice displays.

Invoice # INV10054 - 05/30/2022

Supplementary information

Invoice Journal

Current Owner  
Site: Calgary/AB  
User: [redacted]  
Saved on 05/30/2022 at 09:29:33 PM MDT - by [redacted]

Supplier  
Supplier: [redacted]  
Calgary/AB  
500 Centre St SE  
Calgary, Alberta  
Canada  
T2G 1A6  
403.766.2822

General Information

Invoice Number: INV10054  
Invoice Date: 05/30/2022 MM/DD/YYYY  
Invoice Type: Original Invoice  
Currency: CAD - Canadian Dollar  
Submission Type: Direct Entry  
Invoice Amount: 16,800.00  
Status: Saved  
Remit Amount: 16,800.00

Description: Attention to: Bob Smith

Buttons: Edit Header, Contact

Summary Quick Edit

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1				Labour	20.00	Day	800.00	16,000.00	(0.00%)	16,000.00	
									Subtotal:	16,000.00	0.00	16,000.00
									Total GST (#837143098):	800.00		
									Total Amount:	CAD 16,800.00		

Buttons: Add Line Item

Attached Documents

MS Excel 6kB attached on 05/30/2022 at 09:31:17 PM MDT - by [redacted]

Timesheet & Expense - May 2022 INV10054

Timesheet & Expense - May 2022 INV10054.xlsx

Please enter any comments that you may have for invoice INV10054.

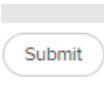

Optional comments

Comments added here will be seen by both e-Invoicing Solutions Ltd. and Cenovus Energy Inc.

Buttons: Submit, Cancel

5) Click .

## Submit Invoice

1) Click  or .

2) **Comments:** Optional field. You may add a comment here. Comments are seen by the Cenovus Accounts Payable and the location selected.

Optional comments

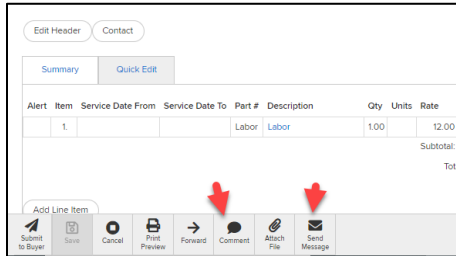
Comments added here will be seen by both e-Invoicing Solutions Ltd. and Cenovus Energy Inc.

Buttons: Submit, Cancel

3) A message displays confirming your invoice has been submitted. The invoice submission is complete!

4) A **Message** action button appears once an invoice is submitted.

Once your invoice is submitted, you may continue to add comments for your own records or send a message to Cenovus directly, using the **Message** button.



For further instructions or clarification with any of these requirements above, please contact [eInvoicingSolutions@cenovus.com](mailto:eInvoicingSolutions@cenovus.com).