

OPENINVOICE

SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

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OPENINVOICE OVERVIEW

Enverus OpenInvoice™ is an accounts payable, online software solution that digitalizes and automates accounts payables processes for faster invoice processing and payment.

This document is a step-by-step guide for suppliers who transact with Cenovus Energy Inc. via the PO and non-PO processes. It outlines key information and all required steps in the processes that must be completed to ensure timely transactions and invoice payments. Always [use this link](#) to ensure you are referencing the most up-to-date version of the document.

On July 22, 2024, all Cenovus Energy suppliers using Cortex Workbench for the PO-based process (including field tickets and invoices) transition to OpenInvoice. Until July 22, the PO-process sections of this document are for training purposes only; there is no change to the current PO-based process in Cortex Workbench until the transition to OpenInvoice occurs in July.

The orange callouts (e.g., example shown below) help identify key awareness items and changes between Cortex Workbench and OpenInvoice.

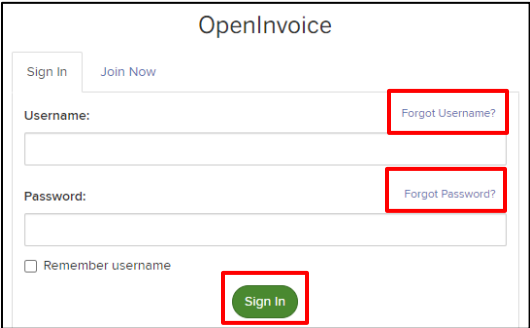
For more information about using OpenInvoice for Cenovus Energy's PO-based processes, go to the [training video](#).

Prior to July 22, 2024 (Cortex Workbench)	Effective July 22, 2024 (OpenInvoice)
OpenInvoice is used for Cenovus's non-PO process. Cortex Workbench is used for Cenovus's PO processes.	OpenInvoice is used for Cenovus's PO and non-PO processes. Cortex Workbench is no longer used for any transactions with Cenovus. Note: To prepare for go-live on July 22, the transition from Cortex to OpenInvoice begins with 'system quieting' activities: <ul style="list-style-type: none">July 16 (12 PM MT): Last day to submit field tickets.July 18 (12 PM MT): Last day to submit invoices.

LOGGING INTO OPENINVOICE

To log into OpenInvoice:

1. Open an internet browser and enter www.openinvoice.com.
2. Enter username and password and click **Sign In**.
3. For login assistance, click **Forgot Username?** or **Forgot Password?** or contact Enverus OpenInvoice Support openinvoicesupport@enverus.com.



USING OPENINVOICE

Invoices submitted to Cenovus must:

- Represent a single invoice document.
- Include all supporting documents (e.g., attachments).
- Adhere to the information and steps outlined this document.

To ensure the best experience with OpenInvoice, review these items:

Account support Go to **Users** on the main menu to set up a new OpenInvoice user.
For help and support contact Enverus OpenInvoice Support
openinvoicesupport@enverus.com.

Browsers See [OpenInvoice login page](#) for list of supported browsers.



Service catalog Before transacting with Cenovus, supplier company products or services must be configured in OpenInvoice. Go to **Corporate > Product/Service Catalog**.

File attachments Maximum size of each invoice attachment is 9 MB. Total size must not exceed 80 MB.
File types For field ticket attachments, Cenovus recommends using PDF only.

Invoice attachments may be one of the following types:

CSV DOC / DOCX DWG GIF JPEG PDF TIFF TSV TXT XLS / XLSX

Preferences

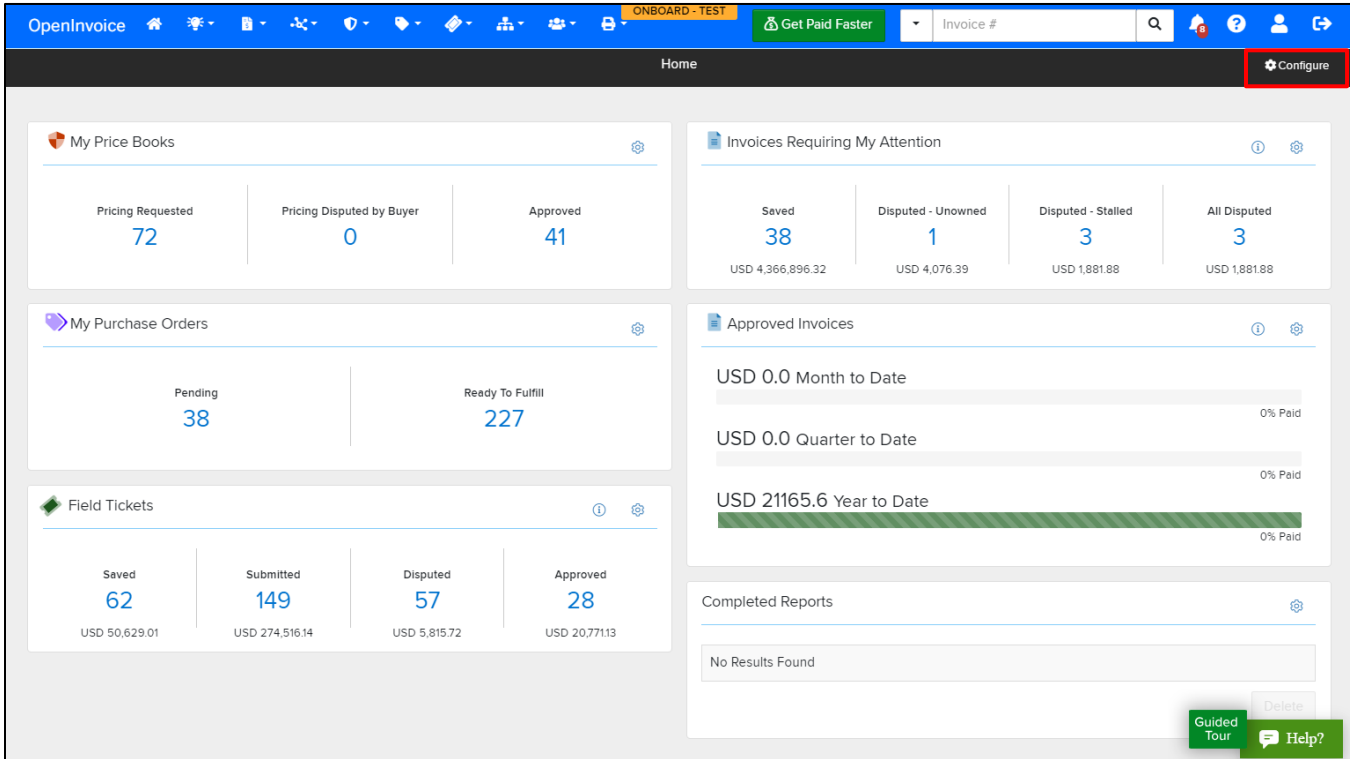
Cenovus recommends the following user preferences (go to **Profile > Preferences**):

Summary	Profile	Preferences	Organization Roles
Message Center Preferences			
Message Type	Subscribe	Email	
Disputed Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Completed Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Transactions Enabled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Buyer Communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Auto-cancelled Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Copy Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Security Warning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
User Email Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Catalog & Price Book	<input type="checkbox"/>	<input type="checkbox"/>	
OpenInvoice Communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Price Book - Action Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Price Book - Supplier Collaboration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Auto Cancelled Ticket	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ticket Auto-flip Failed	<input type="checkbox"/>	<input type="checkbox"/>	
Other Preferences			
Preferred Language:	English		
Receive Outage Notifications:	<input type="checkbox"/>		
Receive Messages by email:	<input checked="" type="checkbox"/>		
Receive PO Notification:	<input checked="" type="checkbox"/>		
Receive email on invoices requiring my action: ⓘ	<input checked="" type="checkbox"/>		
Only include invoices received within last 24 hours:	<input type="checkbox"/>		
Receive Receipt Notifications:	<input checked="" type="checkbox"/>		

NAVIGATING OPENINVOICE

DASHBOARD

The OpenInvoice dashboard provides a snapshot of important data points, enabling users to make informed decisions and take appropriate actions. Click **Configure** to customize the dashboard view.



MENU ICONS








Access the main menu via the icons located on the dashboard.



Icon	Name	Description
	Home	Click here from anywhere in OpenInvoice to return to the dashboard.
	Invoice	Search for existing invoices; submit non-PO invoices and third-party invoices (e.g., engineering, procurement and construction management [EPCM] company).
	Price Book	Search for rate schedules / pricing details.
	Purchase Orders	Search available POs, accept / reject material (quantity-based) POs, submit field tickets and submit PO-based credit memo invoices.
	Field Tickets	Search field tickets and submit PO-based invoices.

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

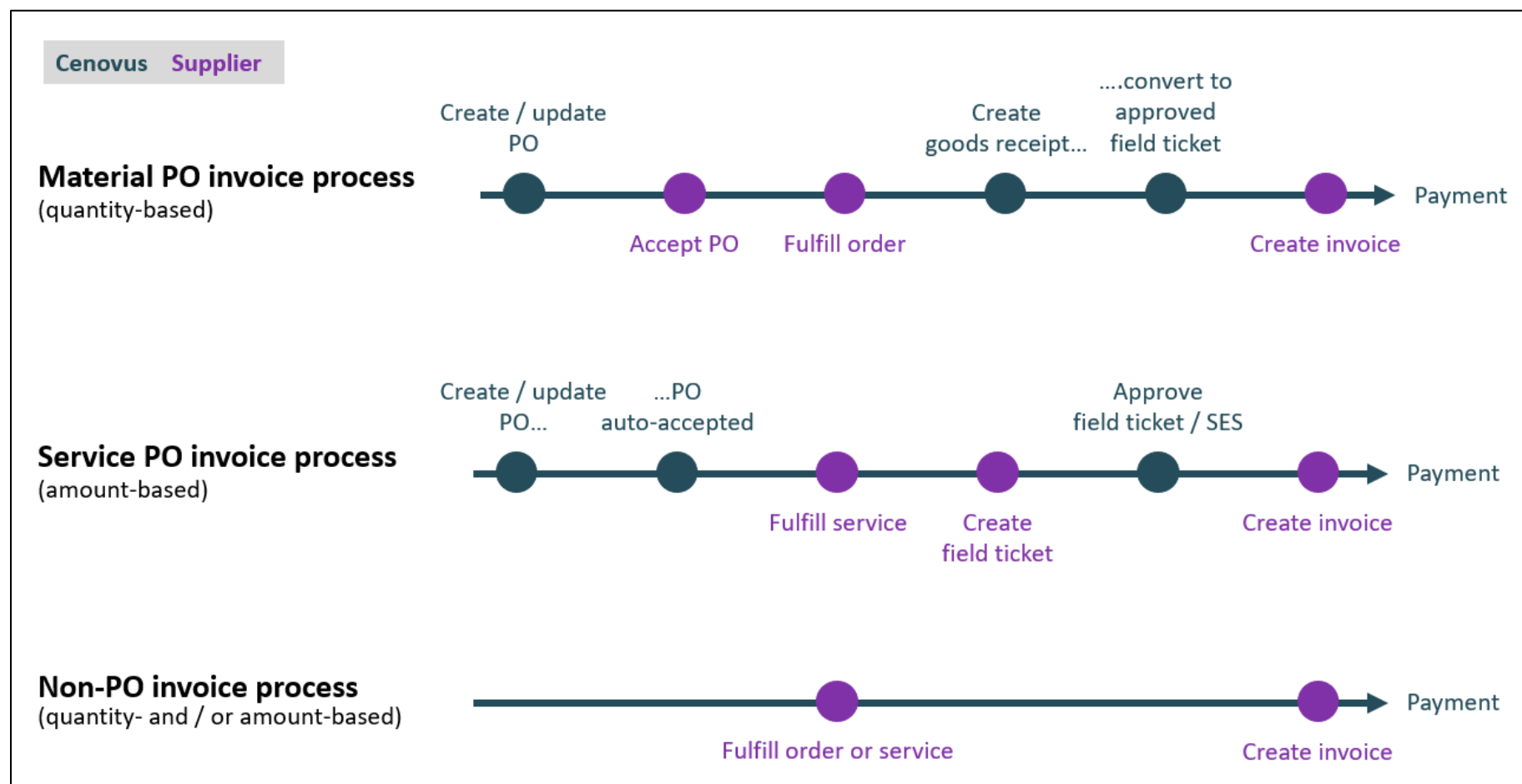
OPENINVOICE OVERVIEW

Icon	Name	Description
	Corporate	Configure supplier account details (e.g., taxes, products/services).
	Membership	Configure and administer user account details (e.g., create user accounts, assign roles and user permissions, notification preferences).
	Reports	Access reports.
	Alerts	View user notifications.
	Resource Center	Go to Submission Guidelines and select Cenovus Energy Inc. to access Cenovus-specific training and support materials.
	User Profile and Preferences	Configure personal user account details (e.g., notification preferences, password management).
	Logout	Log out of OpenInvoice.

PO AND NON-PO INVOICE PROCESSES OVERVIEW

Cenovus has three types of invoice processes:

- **Material PO (quantity-based)**: Requires a Cenovus-issued PO, Cenovus-created field ticket and invoice documents.
- **Service PO (amount-based)**: Requires a Cenovus-issued PO, supplier-created field ticket and invoice documents.
- **Non-PO**: Requires invoice document only. Use non-PO only if a Cenovus-issued PO (e.g., 8401000001) is not provided.

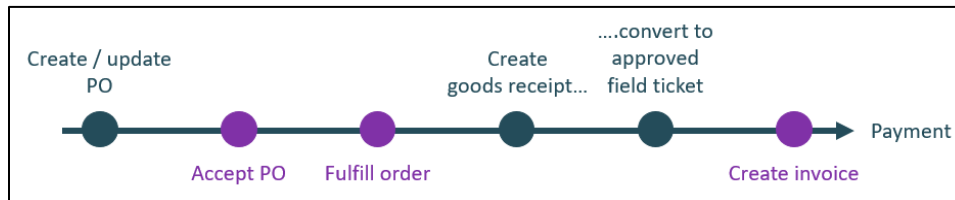


PO INVOICE PROCESS: PURCHASE ORDER

This section outlines the steps required to complete the PO-based invoice process, including:

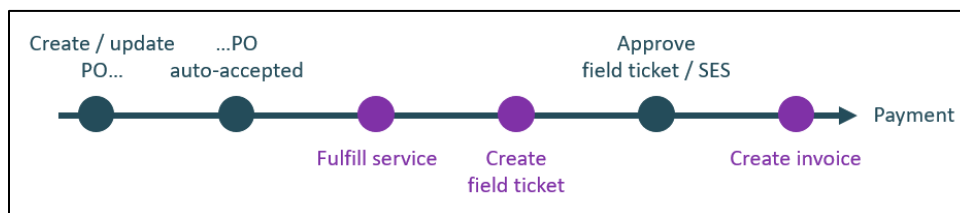
- **Material (quantity-based):** Requires Cenovus-issued PO, Cenovus-created field ticket and supplier-created invoice. Supplier must acknowledge material POs electronically within OpenInvoice.

CENOVUS SUPPLIER



- **Service (amount-based):** Requires Cenovus-issued PO, supplier-created field ticket and supplier-created invoice. Cenovus issues service POs in an 'accepted' state; supplier acknowledgement is not required.

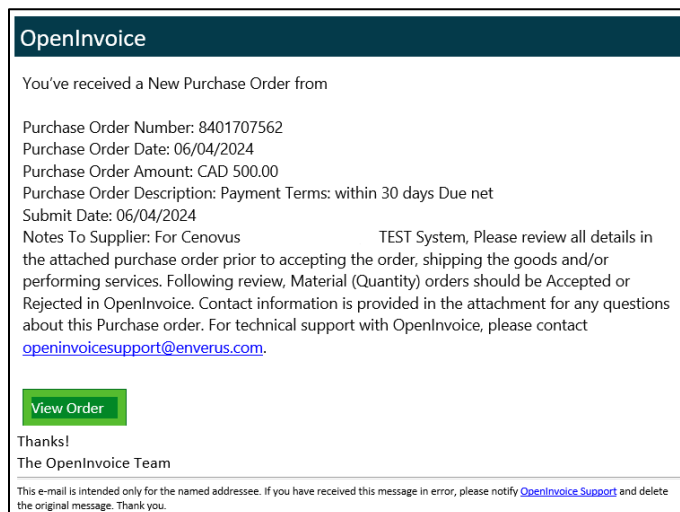
CENOVUS SUPPLIER



RECEIVING A PO (MATERIAL AND SERVICE)

When Cenovus issues a PO, users who have **Receive PO Notification** preference turned on in OpenInvoice receive an email notification:

- From: noreply@enverus.com
- Subject: New Purchase Order Received from Cenovus Energy Inc (PO Number)
- Message: See below



ACKNOWLEDGING A PO

For a material (quantity-based) PO, supplier must accept (or reject) it within OpenInvoice.

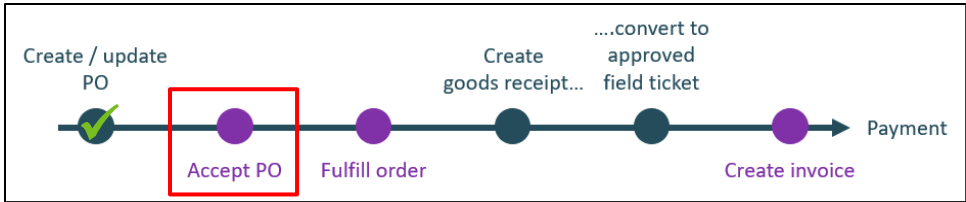
For a service (amount-based) PO, supplier acknowledgement is not required; service POs are issued to suppliers in an auto-accepted state.

ACKNOWLEDGING A MATERIAL PO

Prior to July 22, 2024 (Cortex Workbench)	Effective July 22, 2024 (OpenInvoice)
Supplier acknowledges a material (quantity-based) PO via email.	Supplier acknowledges a material (quantity-based) PO via OpenInvoice.

Accepting the PO means the supplier agrees to all details on the material order (e.g., quantity, cost and delivery date). Once the materials are received, Cenovus creates an approved field ticket in the supplier account. From the approved field ticket, supplier can create an invoice.

CENOVUS SUPPLIER



To acknowledge a PO, there are three ways to first locate the **Purchase Order List**.

1. Dashboard (recommended): **My Purchase Orders > Pending**. Click the number.



2. Navigation Menu: Search Purchase Orders.



3. Go to **Quick Search** and select **Purchase Order #** from the dropdown list.



OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

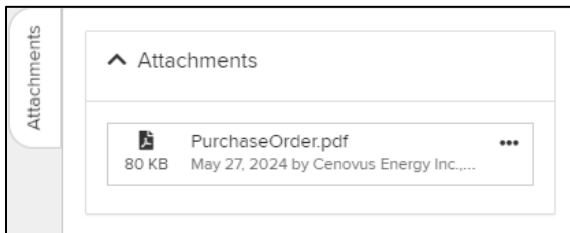
PO INVOICE PROCESS: PURCHASE ORDER

To access and review the PO and related attachment:

1. Click the hyperlinked number in the **Purchase #** column. Note: If **Pending** appears in the **Order Status** or **Change Status** columns, supplier must accept or reject the PO.

<input type="checkbox"/>	Actions	Purchase #	Order Status	Change Status	Order Date
<input type="checkbox"/>		8401707480	Pending		05/27/2024
<input type="checkbox"/>		8401707479	Pending		05/27/2024
<input type="checkbox"/>		8401707482	Pending		05/27/2024
<input type="checkbox"/>		8401707481	Pending		05/27/2024

2. Review the PO information for accuracy. **Important:** A copy of the PO is provided in the **Attachments** section; this is considered the official document for review. Accepting the PO indicates that supplier can completely fulfill the order, in alignment with all details provided on the PO attachment.



If the PO cannot be fully accepted, go to [Reject a PO](#).

ACCEPTING A PO

1. Click **Accept**.

Line Items
Hide Details

Line #	Part #/Item ID	Product/Service	Description	Delivery Date	WBS/CC/Order	Profit Center	Coding	Purchase Category	Quantity	Units	Rate	Total
10			OI TESTING MATERIAL PO	07/02/2024	CC10075582		6040003.001	S600	10	EA	100.00	1,000.00

Fulfillment Details

Type	Total Quantity	Total Amount	Fulfilled Quantity	Fulfilled Amount	Remaining Quantity	Remaining Amount	Approved Amount	Unapproved Amount
Receipt	10	1,000.00						
Invoice	10	1,000.00						

Allocation Details

WBS/CC/Order	Profit Center	GL Account	001	Amount
CC10075582		6040003	001	\$1,000.00
PROCESS/PERFORMANCE		MAINTENANCE CONTRACT SERVICES	001	

Ship To: Cenovus Corporate, Cenovus Energy Inc.
225 6 Avenue SW
Canada
AB
Calgary
Notes to Supplier: Cenovus Tax Code: BA (GST/HST Applicable, PST NOT applicable)

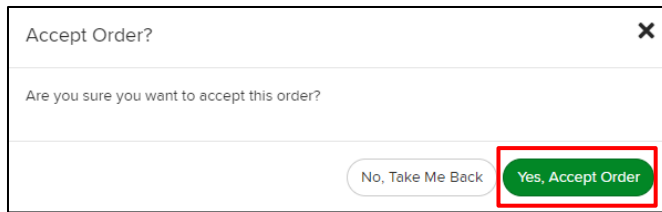
Total Amount (CAD) 1,000.00

Accept Reject Comment Print

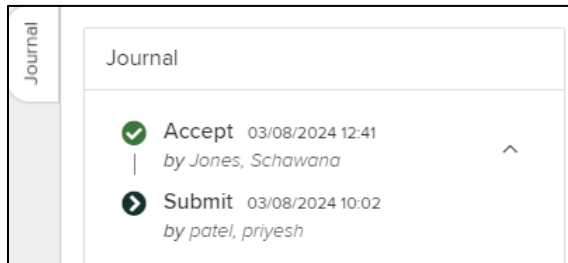
CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

PO INVOICE PROCESS: PURCHASE ORDER

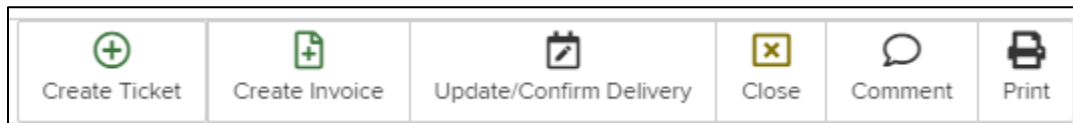
2. Click **Yes, Accept Order**.

A dialog box titled "Accept Order?" with a close button (X) in the top right corner. Below the title is the question "Are you sure you want to accept this order?". At the bottom, there are two buttons: "No, Take Me Back" and "Yes, Accept Order". The "Yes, Accept Order" button is highlighted with a red rectangular border.

3. Once PO acceptance is complete, the **Journal** status changes from **Submit** to **Accept**. The **Journal** displays all saved changes related to the PO.

A screenshot of the "Journal" section. It shows a list of actions. The first action is "Accept" with a green checkmark icon, dated "03/08/2024 12:41", and performed by "Jones, Schawana". The second action is "Submit" with a blue circular arrow icon, dated "03/08/2024 10:02", and performed by "patel, priyesh".

4. After the PO has been accepted, the following actions are available:

A horizontal row of six buttons with icons above them: "Create Ticket" (plus icon), "Create Invoice" (plus icon with document), "Update/Confirm Delivery" (calendar icon), "Close" (X icon), "Comment" (speech bubble icon), and "Print" (printer icon).

- **Create Ticket: Important** — Used only for service (amount-based) POs. Do not create a field ticket for material (quantity-based) PO.
- **Create Invoice: Important** — Do not use this action for debit invoices. Debit invoices must be created from a field ticket (see [Create invoice from approved field ticket](#)). This button should only be used if creating an invoice for credit memos only. Using this function for debit invoices will result in delays with processing approvals and payment.
- **Update/Confirm Delivery:** Customer preference to update / confirm delivery information. Note that Cenovus does not receive or reference this information.
- **Close: Important** — Do not use this action; POs are closed automatically by Cenovus. Closing the PO prematurely will prevent transactions and delay processing.
- **Comment:** Information entered using the Comment button is not seen by Cenovus. Contact the associated Cenovus representative listed in the PO Attachment with any questions about the PO.
- **Print:** Generate a PDF copy of the PO.

REJECTING A PO

Reminder: Cenovus requires suppliers to 'accept' or 'reject' material (quantity-based) POs only. Service (amount-based) POs do not require supplier acknowledgement.

If you cannot accept all of the details outlined in the PO and PO attachment, you would reject the PO with specific comments for Cenovus's review.

1. To reject a PO, click **Reject**.

Purchase Order 8401707480
Buyer Site: Cenovus Energy Inc
Date: 05/27/2024
Type: Quantity Based

Current Order: Pending

^ Purchase Order Header

Purchase Order Date * 05/27/2024
Ship To Type to search...
Purchase Order Number * 8401707480
Purchase Order Type * Quantity Based
Goods Receipt 0
Buyer Site * Cenovus Energy Inc
Department
Project
Currency * CAD
Buyer Cenovus Energy Inc
Supplier Number 1 Linked Site(s) 31042857
Price Book N/A - Price book not applicable
Agreement Terms
Purchase Order Description
Payment Terms: within 30 days Due net
Notes to Supplier
For Cenovus Internal Use Only - TEST System, Please review all details in the attached purchase order prior to accepting the order, shipping the goods and/or performing services. Following review, Material (Quantity) orders should be Accepted or Rejected in OpenInvoice. Contact information is provided in the attachment for any questions about this Purchase order. For technical support with OpenInvoice, please contact: openinvoicesupport@cenovus.com

^ Contacts

Accept Reject Comment Print

2. Enter the reason for the rejection and click **Yes, Reject Order**. PO rejection requires a reason to be entered before submission. Provide a detailed reason to help ensure the PO review and update can be completed expeditiously and to avoid delays in PO corrections and reissuance.

Reject Order? X

Are you sure you want to reject this order?

Reject Reason * *=Required

No, Take Me Back Yes, Reject Order

3. The PO status changes to **Rejected** and is automatically sent to Cenovus for review. No further action is required unless indicated by the associated Cenovus representative.

PO STATUS DEFINITIONS (MATERIALS / SERVICES)

Cenovus's PO status definitions include:

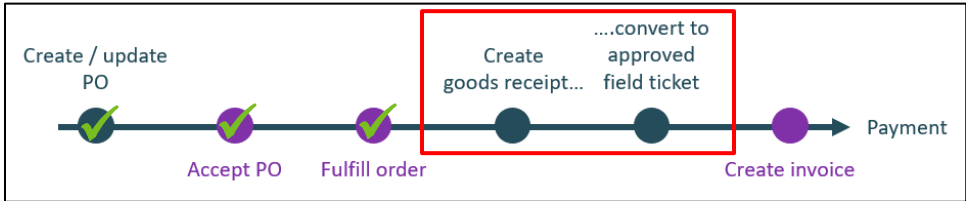
- **Pending** — New PO that has not been accepted or rejected by the supplier.
- **Accepted** — PO reviewed and accepted. Reminder: material (quantity-based) POs are accepted by the supplier in OpenInvoice; service (amount-based) POs are automatically accepted.
- **Rejected** — PO reviewed and rejected by the supplier (material PO, only).
- **Closed** — **Important:** Do not use this button. Cenovus automatically closes the PO when complete.
- **Cancelled** — PO has been deleted by Cenovus.

PO INVOICE PROCESS: FIELD TICKET (SERVICES)

This section covers the steps for suppliers to complete the field ticket process, which applies only to service (amount-based) POs.

IMPORTANT: Do not submit field tickets for material (quantity-based) POs. For this PO type — once the supplier fulfills the order — Cenovus automatically creates an approved field ticket in your account. The supplier then creates the invoice from the approved field ticket (see [Creating invoice from approved field ticket](#)).

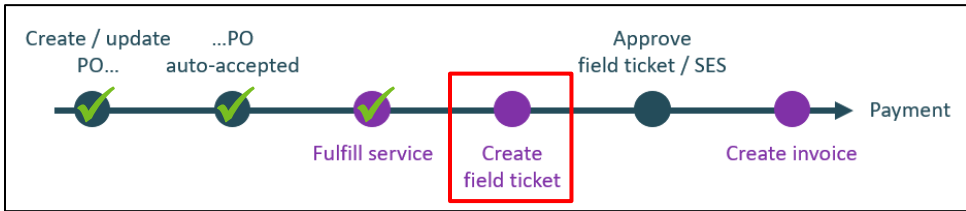
CENOVUS SUPPLIER



CREATING A FIELD TICKET

Field tickets are required only for service (amount-based) POs. If field tickets are submitted for material (quantity-based POs), they will be rejected.

CENOVUS SUPPLIER



A field ticket must reference a PO that was provided by Cenovus via OpenInvoice. Locate the PO in OpenInvoice to create and submit your field ticket. This helps ensure all required information flows directly from the PO to the field ticket. Missing or incorrect information on the field ticket may result in approval delays or rejection.

1. From the dashboard (**My Purchase Orders**) click the number that appears under **Ready To Fulfill**.
Note: A number appears here only if there are POs in 'accepted' status.

My Purchase Orders	
Pending	Ready To Fulfill
3	1

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

PO INVOICE PROCESS: FIELD TICKET (SERVICES)

- From the **Purchase Order List**, click the hyperlinked number in the **Purchase #** column for the associated PO.

<input type="checkbox"/>	Actions	Purchase #	Order Status	Change Status	Order Date
<input type="checkbox"/>	Action ▾	8401707471	Accepted		05/27/2024
<input type="checkbox"/>	Action ▾	8401707472	Accepted		05/27/2024
<input type="checkbox"/>	Action ▾	8401707476	Accepted		05/27/2024
<input type="checkbox"/>	Action ▾	8401707477	Accepted		05/27/2024

- The PO opens and defaults to the PO header.

Purchase Order 8401707471
 Buyer Site: Cenovus Energy Inc
 Date: 05/27/2024
 Type: Amount Based

Current Order: Accepted

^ Purchase Order Header

Purchase Order Date *	Ship To	Purchase Order Number *
05/27/2024	Type to search...	8401707471
Purchase Order Type *	Term Date	Buyer Site *
Amount Based ▾	MM/DD/YYYY	Cenovus Energy Inc
Project		Department
Buyer	Currency *	Supplier Number 1 Linked Site(s)
Cenovus Energy Inc	CAD ▾	31042857
Price Book	Agreement Terms	
CW2335880-1 (CFA-E&I SRV-Sunrise) ▾		
Purchase Order Description	Notes to Supplier	
Incoterms: CIF - SITE, Payment Terms: within 10 days 2 % cash discount - within 30 days Due net	For Cenovus Internal Use Only - TEST System, Please review all details in the attached purchase order prior to accepting the order, shipping the goods and/or performing services. Following review, Material (Quantity) orders should be Accepted or Rejected in OpenInvoice. Contact information is provided in the attachment for any questions about this Purchase order. For technical support with OpenInvoice, please contact openinvoicesupport@cenovus.com.	

▼ Contacts

Create Ticket Create Invoice Update/Confirm Delivery Close Comment Print

- Scroll down to see the line items. Select the line item for the field ticket and click **Create Ticket**. **Important:** A field ticket must reference only one PO line item. To avoid delays in the field ticket approval process, ensure only one PO line item is selected.

Line Items ^ Hide Details

<input type="checkbox"/>	Line #	Part #/Item ID	Product/Service	Description	Delivery Date	WBS/CC/Order	Profit Center	Coding	Purchase Category	Amount
<input type="checkbox"/>	10			OI TESTING EARLY-CODED SERVICE PO	05/27/2024	CC10075582		6040003.001	S600	50,000.00

Fulfillment Details

Type	Total Quantity	Total Amount	Fulfilled Quantity	Fulfilled Amount	Remaining Quantity	Remaining Amount	Approved Amount	Unapproved Amount
Receipt		50,000.00		495.00		49,505.00		

Create Ticket Create Invoice Update/Confirm Delivery Close Comment Print

CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

PO INVOICE PROCESS: FIELD TICKET (SERVICES)

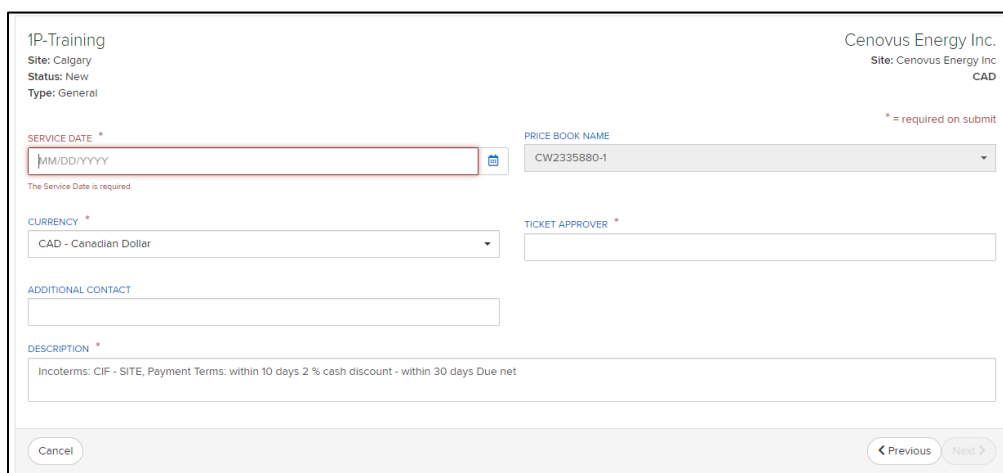
5. Enter the information in the **Create Ticket** fields. A red asterisk (*) indicates a required field.



- **Ticket Number:** Must be unique for each field ticket created, use uppercase and maximum 16 characters.
- **Supplier Site Name:** The suppliers site name within OpenInvoice.
- **Company:** Cenovus Energy Inc.
- **Ticket Type:** Select only **General** from the dropdown list for service (amount-based) POs; do not use any other field ticket type. **Reminder:** Do not create or submit a field ticket for material (quantity-based) POs. After this type of PO is accepted and the materials are received and processed, Cenovus automatically creates a Material field ticket in approved status in the supplier account for invoicing.

6. Click **Next**.

7. Enter the required fields in the **Create Ticket** window.



- **Service Date:** Start date of services provided; this should match the date of services performed, as per the documentation attached by the supplier.
- **Price Book Name:** This automatically populates if a price book is associated with a PO that has been configured for rate validation. **Important:** do not change from the defaulted value. If there is no associated price book, leave or select as **N/A- Price Book Not Available**.

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

PO INVOICE PROCESS: FIELD TICKET (SERVICES)

Prior to July 22, 2024 (Cortex Workbench)	Effective July 22, 2024 (OpenInvoice)
Rate-validated line items reference a rate schedule.	Rate-validated line items reference a price book.

- **Currency:** This auto-populates when created from the PO. Do not change the currency. If the currency of the field ticket does not match the PO, the field ticket will be rejected. **Important:** If the currency requires modification, contact PO owner to review and update prior to submitting the field ticket.
- **Ticket Approver:** Enter the name of the individual who is responsible and will first receive the field ticket for review / approval. This name appears on the documentation provided by Cenovus (e.g., a manual or electronic approver stamp). Begin by typing the approver's name and select the correct approver. If approver name is missing, contact the associated Cenovus representative. Alternatively, select **z-Unknown Ticket Approver**.

Prior to July 22, 2024 (Cortex Workbench)	Effective July 22, 2024 (OpenInvoice)
Tickets are directed using the Cenovus approver code (2z-number) and optional field approver values.	Tickets are directed using the Cenovus ticket approver value (e.g., name / email).

- **Additional Contact:** Add a second Cenovus contact, if provided or instructed by your Cenovus representative. This is a reference field only during the review and approval process.
- **Description:** This auto-populates from the PO. To assist with the review / approval process, modify this field with details that align with the actual service performed.

8. Click **Next**.
9. Review the field ticket details for accuracy.
10. If updates are required to the header, click **Edit Header**.

1P-Training
Site: Calgary
Status: Saved
Type: General
Source: Direct Entry

☒ Fully compliant with Purchase Order

Edit Header

SERVICE DATE *
05/27/2024

CURRENCY *
CAD

ADDITIONAL CONTACT

PRICE BOOK NAME *
CW235880-1
CFA-E&I SRV-Sunrise

TICKET APPROVER *
Joshawa Quinn

LOCATION

DESCRIPTION *
Incoterms: CIF - SITE, Payment Terms: within 10 days 2 % cash discount - within 30 days Due net

ALLOCATION SUMMARY

WBS/CC/Order	GL Account	001	Amount
CC10075582 PROCESS/PERFORMANCE	6040003 MAINTENANCE CONTRACT SERVICES	001 001	\$0.00

CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

PO INVOICE PROCESS: FIELD TICKET (SERVICES)

11. Scroll to view the line information. Click anywhere on the line to complete the line item details.

Add Line		Bulk Edit Lines								
<input type="checkbox"/>	#	Alert	Part # / Item ID	Product / Service	Description	Service Start	Service End	WBS/CC/Order	Coding	PO
<input type="checkbox"/>	1				OI TESTING EARLY-CODED SERVICE PO	05/27/2024 00:00	05/27/2024 00:00	CC10075582	6040003.001	8401707471

12. The **Edit Line Item** window opens.

Back
Edit Line Item 1

Field Ticket line is compliant with the referenced Purchase Order line.

* = required on submit

PO *

8401707471

PO LINE (LIMIT) *

10

SERVICE START *

05/27/2024

00:00

SERVICE END

05/27/2024

00:00

PRODUCT/SERVICE (PART #/ITEM ID) *

CRANE TRUCK HR (XRM-01)

ON PRICE BOOK

DESCRIPTION

CRANE TRUCK HR

PRICING SOURCE

	Source	Units	Currency	Rate		Adjustment	Adjusted Rate	
				Min	Max		Min	Max
	Catalog	HR	CAD					
	Price Book	HR	CAD	55.00	55.00	0% Included	55.00	55.00

LOCATION

QUANTITY

0

UNITS

HR

RATE

CAD 55.00

QUALIFIER

SUBTOTAL

CAD 0.00

WBS/CC/ORDER

CC10075582

GL ACCOUNT/001/-

6040003 001

PERCENTAGE

100.0000000%

AMOUNT

0.00

Save

Cancel

Help?

Line item fields:

- **PO:** Auto-populates from the PO.
- **Service Start and Service End time:** Uses a 24-hour clock configuration.
- **Product/Service (Part #/Item ID):** If the PO configured for rate validation, a price book is automatically referenced. Type an asterisk (*) to view the available price book items. If there is no price book, then the supplier's OpenInvoice catalog is referenced.
- **Pricing Source section:** Click the copy icon to automatically populate the **Units** and **Rate** fields from the catalog or price book.
- **Location:** Enter location of services (optional).
- **Quantity:** Enter appropriate quantity.
- **Rate:** Recommend to copy-down from the Pricing Source to populate the appropriate rate. Copy-down from the price book, when available.

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

PO INVOICE PROCESS: FIELD TICKET (SERVICES)

- **Units:** Recommend to copy-down from the Pricing Source to populate the appropriate units. Copy-down from the price book, when available. If price book does not exist, review the PO attachment for the expected unit of measure per PO line.
- **Subtotal:** Pre-tax amount displays; taxes are to be applied after the field ticket is approved and when the invoice document is created.

Prior to July 22, 2024 (Cortex Workbench)	Effective July 22, 2024 (OpenInvoice)
Taxes included on the field ticket and invoice submissions.	Taxes included only with the invoice submission.

- **WBS / CC / Order:** The cost object copies from the PO when specified; otherwise provided by the Cenovus representative when the job is requested or completed. If manually entering cost centers or orders, ensure to use the required prefixes:
 - AFE / WBS: No prefix.
 - Cost center: Prefix is CC (e.g., **CC8000123**).
 - Work orders / internal orders: Prefix is ORD (e.g., **ORD8000123**).

Prior to July 22, 2024 (Cortex Workbench)	Effective July 22, 2024 (OpenInvoice)
Cost objects do not require a prefix. Cost object type is specified separately.	Cost centers, work orders / internal orders require a prefix (e.g., CC8000123 for cost centers and ORD8000123 for work orders / internal orders). AFE / WB: No prefix.

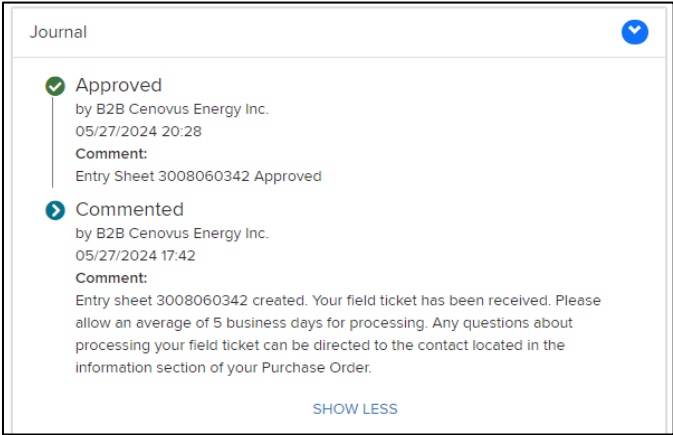
- **GL account / 001:** The coding information copies from the PO when specified; otherwise provided by the Cenovus representative when the job is requested or completed.
 - Enter **001** next to all lines of GL account coding (e.g., **6160056** and **001**).
 - **Important:** To ensure the field ticket is submitted successfully, valid cost objects must be entered with the account coding provided. If the field ticket cannot be submitted due to invalid coding, contact your Cenovus representative.

Prior to July 22, 2024 (Cortex Workbench)	Effective July 22, 2024 (OpenInvoice)
Cost object and coding validation performed by Cenovus after the field ticket is submitted.	Cost object and coding validation occurs in OpenInvoice when creating the field ticket. If invalid, field ticket cannot be submitted.

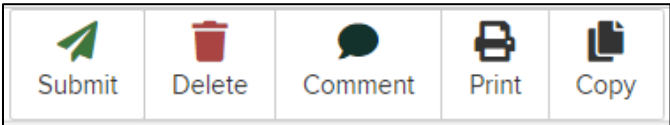
CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

PO INVOICE PROCESS: FIELD TICKET (SERVICES)

- 13. To apply the changes, click **Save** or **Cancel** to close the **Edit Line Item** window.
- 14. To send the field ticket for Cenovus approval processing, click **Submit**.
- 15. To submit the field ticket, click **Yes, submit**. A confirmation is displayed. Upon submission, a service entry sheet (SES) is created by Cenovus. Once approved, the journal displays **Approved**.



Summary of available actions:



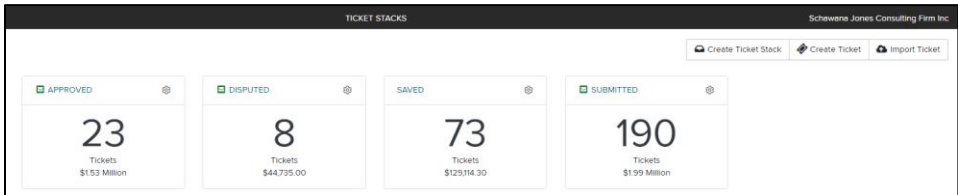
- **Submit:** Send the field ticket to Cenovus for approval processing.
- **Delete:** Delete the saved field ticket and place it in ‘cancelled’ status.
- **Comment:** Information entered in this field is not seen by / sent to Cenovus. Contact the associated Cenovus representative directly for questions or inquiries.
- **Print:** Produce a PDF version of the field ticket.
- **Copy:** Create a new field ticket from an existing field ticket.

EDITING A FIELD TICKET

Until a field ticket reaches the ‘approved’ state, it can be edited and resubmitted for review and approval. A field ticket need not be rejected or disputed to adjust and resubmit it with corrections. To avoid delays in processing, include a comment in the field ticket to inform that it has been updated.

USING TICKET STACKS

Ticket stacks are an OpenInvoice feature that allows suppliers to manage and monitor field ticket statuses. Suppliers are encouraged to routinely use and monitor ticket stacks for updates, changes and next steps.



OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

PO INVOICE PROCESS: FIELD TICKET (SERVICES)

For help and support with ticket stack configuration, refer to the OpenInvoice Resource Center or contact Enverus OpenInvoice Support: openinvoicesupport@enverus.com.

Field ticket status definitions:

- **Approved:** List of field tickets approved and ready for invoicing.
- **Disputed:** List of field tickets disputed and require correction or cancellation. Review dispute messages carefully for remediation instructions.
- **Saved:** Field tickets created and saved, but not submitted.
- **Submitted:** Field tickets submitted and pending approval processing.

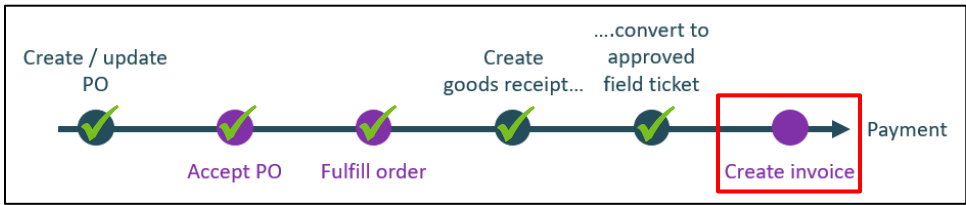
PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

This section covers the steps for creating an invoice. The process is the same for material (quantity-based) and service (amount-based) POs. Both PO types require an approved field ticket before an invoice is created.

CREATING INVOICE FROM APPROVED FIELD TICKET

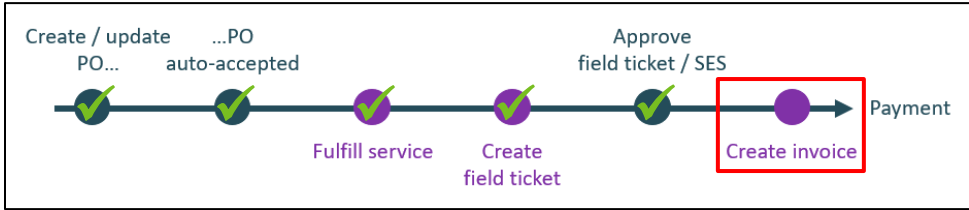
For a material (quantity-based) PO, Cenovus creates the approved field ticket within supplier’s account once the goods have been successfully received. At this stage, the supplier can create and submit an invoice.

CENOVUS SUPPLIER



For service (amount-based) PO, the supplier creates the field ticket and submits it for approval. Upon submission, an SES is created by Cenovus. Once approved, the supplier then creates and submits the invoice.

CENOVUS SUPPLIER



To create and submit a PO-based invoice:

1. Locate approved field tickets: go to the **Dashboard**, use **Quick Search** or go to the **Ticket Stack**.

Field Tickets			
Saved	Submitted	Disputed	Approved
62	149	57	28
CAD 68,931.40	CAD 373,762.61	CAD 7,924.48	CAD 28,279.90

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

- From the **Approved Tickets** list, locate the field ticket(s) to be invoiced.
- Check the associated box, then click **Invoice** or **Bulk Actions > Invoice** (i.e., depending on your view). Multiple field tickets may be grouped on a single invoice, provided all reference the same PO number. To assist with grouping, ensure the PO number column is included on the field ticket list.

<input type="checkbox"/>	Alert	Ticket Number	Status	PO	PO Line	Service Start	Buyer Name
<input type="checkbox"/>		1A-Training	Approved	8401707471	10	05/27/2024	Cenovus Energy Inc.
<input type="checkbox"/>		1B-Training	Approved	8401707471	10	05/27/2024	Cenovus Energy Inc.
<input checked="" type="checkbox"/>		1C-Training	Approved	8401707471	10	05/27/2024	Cenovus Energy Inc.
<input type="checkbox"/>		50066094172024	Approved	8401707477	10	05/28/2024	Cenovus Energy Inc.
<input type="checkbox"/>		50066094162024	Approved	8401707476	10	05/28/2024	Cenovus Energy Inc.

- Several fields auto-populate, based on the approved field ticket and PO. Enter and / or confirm the following fields in the **Invoice** header window:

General Information

Invoice Number:

1A-Training

Invoice Type:

Original Invoice

Submission Type:

Direct Entry

Status:

New

Routing Code:

Invoice Date:

05/28/2024

MM/DD/YYYY

Service Date:

05/27/2024

MM/DD/YYYY

Currency:

CAD - Canadian Dollar

Invoice Amount:

288.75

Remit Amount:

288.75

Description:

Invoice for training

Tickets

Ticket No.	Status	Comments	Amount	Approved By	Office Approver	Additional Contact	Attachments
1A-Training	Approved	Entry Sheet 3008060342 Approved	275.00	B2B Cenovus Energy Inc.			Test PDF Attachment - Desktop.pdf

Price Book, Order & Payment Terms

PO:

Price Book:

CW2335880-1 - CFA-E&I SRV-Sunrise

Next >>

Summary

Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	
	1	8401707471	05/27/2024	05/27/2024		CRANE TRUCK HR	5.00	HR	55.00	275.00	(0.00%)	275.00	
										Subtotal:	275.00	0.00	275.00
										Total GST (#GST123):	13.75		
										Total Amount:	CAD 288.75		

- **Customer Site:** Auto-populates from the PO when created from the approved field ticket.
- **Department:** Auto-populates from the PO when created from the approved field ticket.
- **Invoice Number:** Number that matches the internal invoice number and attachments (use uppercase characters).
- **Invoice Date:** Defaults to the current date; update to match the invoice date from your attachment.
- **Service Date:** Required at line level; enter product delivery date matching supplier's internal invoice.
- **Currency** Auto-populates from the PO when created from the approved field ticket; do not modify. If currency does not match the PO, invoice will be rejected. If the currency of your invoice is correct, contact PO owner to review and update prior to invoicing.
- **Description:** Enter general description of invoice associated with the approved field ticket(s).

CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

- **PO:** Leave blank. After clicking **Next**, this auto-populates into the summary window (e.g., when created from approved field ticket).
- **Price Book:** Auto-populates from the PO when created from approved field ticket and based on rate-validated contract. Do not change from the defaulted price book. If rate-validated contract does not default or does not apply, then select **N/A - Price Book Not Available**.

5. Click **Next**. The summary window displays; review the line item details.

Buyer

Cenovus Energy Inc
Attn: Accounts Payable
P.O. Box 766 - 225 6 Ave SW
Calgary, Alberta
Canada
T2P 0M5

Supplier

Cenovus Energy Inc. - Test Supplier
Calgary
1234 Test Street
Calgary, Alberta
Canada
T2P 1H5

General Information

Invoice Number: 1A-Training
Invoice Type: Original Invoice
Submission Type: Direct Entry
Status: New

Invoice Date: 05/28/2024 MM/DD/YYYY
Service Date: 05/27/2024 MM/DD/YYYY
Currency: CAD - Canadian Dollar
Invoice Amount: 288.75
Remit Amount: 288.75

Description: Invoice for training

Tickets

Ticket No.	Status	Comments	Amount	Approved By	Office Approver	Additional Contact	Attachments
1A-Training	Approved	Entry Sheet 3008060342 Approved	275.00	B2B Cenovus Energy Inc.			Test PDF Attachment - Desktop.pdf

Price Book, Order & Payment Terms

PO: 8401707471
Price Book: CW2335880-1

Edit Header

Contact

Summary

Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1.	8401707471	05/27/2024	05/27/2024		CRANE TRUCK HR	5.00	HR	55.00	275.00	(0.00%)	275.00	

Submit to Buyer

Save

Delete

Print Preview

Forward

Comment

Attach File

Send Message

6. Scroll to review the line item details. If any changes are required prior to submission, click the hyperlink in the **Description** column to open the line item window.

Edit Header

Contact

Summary

Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1.	8401707471	05/27/2024	05/27/2024		CRANE TRUCK HR	5.00	HR	55.00	275.00	(0.00%)	275.00	

Subtotal:

275.00

0.00

275.00

Total GST (#GST123):

13.75

Total Amount:

CAD 288.75

Add Line Item

Note: All line item details default from the field ticket. Click into the line item if any changes are required (e.g., taxes, quantity, unplanned freight). Modify the details in the line item window, as required. Modifications not in alignment with the approved ticket may generate an alert. For more information, go to [UNDERSTANDING ALERTS, WARNINGS AND ERROR MESSAGES](#).

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

7. Review, verify and / or update the following fields in the line item window:

Pricing:		Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
		Catalog	HR	CAD	N/A	N/A	N/A	N/A
		Price Book	HR	CAD	55.00	Included	0.00%	55.00

Details:		Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
		5.00	HR	55.00	275.00	0.00	CAD	288.75

Taxes:		Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
		GST	<input checked="" type="checkbox"/> 5.00	13.75	<input type="checkbox"/>		GST123	Goods and Services Tax
		PST-BC	<input type="checkbox"/>		<input checked="" type="checkbox"/>		BCPST123	Provincial Sales Tax British Columbia
		PST-SK	<input type="checkbox"/>		<input checked="" type="checkbox"/>		SKPST123	Provincial Sales Tax Saskatchewan

Actual Received Date: MM/DD/YYYY Asset Number:

WBS/CC/Order:

Location:

WBS/CC/Order Type:

GL Account/001/-:

- **Taxes:** All required taxes must be applied to the invoice. It is the supplier's responsibility to apply these, regardless of what is displayed on the PO.
 - Tax exempt line items: If an item is PST applicable but a line item is tax exempt, include PST as a tax line and enter 0%. Optionally, an exempt code may be provided.
 - Taxes are specified on the PO attachment (i.e., tax code legend) or on the PO (**Line Item > Details > Notes to Supplier**). For help and support with tax configuration, contact Enverus OpenInvoice Support: openinvoicesupport@enverus.com.

Prior to July 22, 2024 (Cortex Workbench)

Taxes included on field ticket and invoice submissions.

Effective July 22, 2024 (OpenInvoice)

Taxes included only on invoice submission.

CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES
PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

- 8. Click **Submit**.
- 9. Cenovus requires a copy of the invoice and any supporting documentation. Click **Attach File** and follow the instructions and criteria to upload attachments.
- 10. Once attachments are uploaded, click on **Submit to Buyer**, then **Submit**. A confirmation message is displayed, including invoice number, and date of submission.

UNDERSTANDING INVOICE STATUS AND PAYMENT PROGRESS

Invoice status is shown the **Invoice Journal** window.

Invoice Journal

Current Owner

Site: Calgary

User: Cenovus Test Supplier

Paid on 06/10/2024 at 02:58:11 PM MDT - by Buyer

Payment Identifier: 1600004110. \$84.00 CAD. (EDI BankTransfer). Funds are expected to be released within 3 business days from 06/10/2024. S4 FI Document: 5100010276, ECC FI Document: 5100089530, Fiscal Year: 2024, Company Code: 0200.

Payment Posted on 06/10/2024 at 02:25:56 PM MDT - by Buyer

Your approved invoice is being reviewed and prepared for payment. Funds are expected to be released within 3 business days from 07/10/2024. FI Document: 5100089530, Fiscal Year: 2024, Company Code: 0200, Amount: \$84.00 CAD, Document ID: 6093663

Approved on 06/10/2024 at 02:24:23 PM MDT - by Buyer

Submitted on 06/10/2024 at 01:39:40 PM MDT - by Cenovus Test Supplier

Saved on 06/10/2024 at 01:39:24 PM MDT - by Cenovus Test Supplier

Invoice status definitions:

- **Approved:** In Cenovus’s system and to be included in subsequent payment processes.
- **Payment Posted:** Invoice has progressed for payment; includes calculated payment due date. For PO-based invoices, payment due date is calculated when invoice is approved.
- **Paid:** Payment released to supplier; includes payment remittance information. For PO-based invoices, payment due date is calculated when invoice is approved.

Prior to July 22, 2024 (Cortex Workbench)	Effective July 22, 2024 (OpenInvoice)
Approved is the final invoice status.	Invoice is final when it passes through Approved , Payment Posted and Paid invoice payment statuses.

- **Disputed:** List of invoices disputed by Cenovus and pending supplier review for correction or cancellation. Review the messages remediation instructions.
- **Submitted:** Invoice submitted to Cenovus and pending review.
- **Saved:** Invoice created, but not submitted to Cenovus.

APPLYING CREDIT MEMO TO AN INVOICE

Cenovus accepts two types of credits for invoices associated with a field ticket:

- Credit memo (full) credit: Credit for the entire paid amount.
- Subsequent (partial) credit: Credit for a portion of the entire paid amount.

To create a credit invoice (note that the process is the same for both credit types):

1. Locate the PO associated with the credit (e.g., use **Quick Search** or go to **Purchase Order** on the main menu).
2. From the list, open the PO, select the line item to be credited. Click **Action** and select **Create Invoice** from the dropdown list.
3. Enter the invoice number and select **Credit Invoice** from the **Invoice Type** dropdown. Select the price book, if applicable. Click **Next**.

Buyer

Cenovus Energy Inc.

Customer Site: Cenovus Energy Inc

Department: Accounts Payable

Supplier

Cenovus Energy Inc. - Test Supplier

Calgary

1234 Test Street

Calgary, Alberta

Canada

T2P 1H5

General Information

Invoice Number: 1A-TrainingCR

Invoice Type: Credit Invoice

Submission Type: Direct Entry

Status: New

Routing Code:

Description: Incoterms: CIF - SITE, Payment Terms: within 10 days 2 % cash discount - within 30 days Due net

Invoice Date: 05/29/2024

Service Date:

Currency: CAD - Canadian Dollar

Invoice Amount: 0.00

Remit Amount: 0.00

Price Book, Order & Payment Terms

PO:

Price Book: --Please Select--

Next >>

Summary

Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	
	1.	8401707471				OI TESTING EARLY-CODED SERVICE PO	0.00	EA	0.00	0.00	(0.00%)	0.00	
Subtotal:											0.00	0.00	0.00
Total GST (#GST123) :													0.00
Total Amount:											CAD 0.00		

CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

4. The PO field auto-populates with a hyperlink to the PO. To add the product or service details, open the line item window by clicking the description hyperlink in the **Summary** section.

Buyer

Cenovus Energy Inc
Attn: Accounts Payable
P.O. Box 766 - 225 6 Ave SW
Calgary, Alberta
Canada
T2P 0M5

Supplier

Cenovus Energy Inc. - Test Supplier
Calgary
1234 Test Street
Calgary, Alberta
Canada
T2P 1H5

General Information

Invoice Number:

1A-TrainingCR

Invoice Date:

06/03/2024 MM/DD/YYYY

Invoice Type:

Credit Invoice

Currency:

CAD - Canadian Dollar

Submission Type:

Direct Entry

Invoice Amount:

0.00

Status:

New

Remit Amount:

0.00

Description:

Incoterms: CIF - SITE, Payment Terms: within 30 days Due net

Price Book, Order & Payment Terms

PO:

8401707471

Price Book:

CW2335880-1

Edit Header

Contact

Original Invoice

Summary

Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1.	8401707471				OI TESTING EARLY-CODED SERVICE PO	0.00	EA	0.00	0.00	0.00%	0.00	
										Subtotal:	0.00	0.00	0.00
										Total GST (#GST123) :		0.00	
										Total Amount:		CAD 0.00	

Add Line Item

5. Enter the line item fields.

Line Item 1 of 1 - Invoice # 1A-TrainingCR - 05/29/2024

PO:

8401707471

PO Line (Limit):

10

Service Date From:

MM/DD/YYYY

Service Date To:

MM/DD/YYYY

Product/Service:

CRANE TRUCK HR - XRM-01

On Price Book

Description:

training credit memo

Tickets:

1A-Training

Add

Changing the Price Book item's description may result in your customer rejecting the invoice.

- Product/Service: When entering a product or service, **Rate** and **Unit** values auto-populate in the **Details** section.
- Description: Add a reason for issuing credit memo.
- Ticket: Enter original field ticket number for the associated credit invoice. Ticket number entered must match original. Click **Add**; ticket appears in a table. Note: Ticket appearing in table does not confirm it is successfully linked to the original. When confirmed (e.g., after all steps are complete and submitted), it appears as a hyperlink in the **Tickets** section of the summary window.

Tickets:		Add
Ticket No.	Line No.	
1A-Training		

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

6. Enter amount in **Quantity** field of **Details** section. For a credit memo, this is a negative value.

Pricing:	Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
	Catalog	HR	CAD	N/A	N/A	N/A	N/A
	Price Book	HR	CAD	55.00	Included	0.00%	55.00
Details:	Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
	<input type="text" value="-5.00"/>	HR	55.00	-275.00	0.00	CAD	-288.75

7. Click **Submit**.

8. Click **Original Invoice**.

Edit Header	Contact	Original Invoice	Add Header Data
Summary	Quick Edit		
Alert	Item	Service Date From	Service Date To
Part #	Description		

9. Enter an asterix (*) and click **Apply Filter**. This displays a list of invoices; select the one to credit and click **Next**.

Add/Remove Original Invoices to/from Credit Invoice				
<input type="text" value="*"/>	Apply Filter	Clear Filter	Filters the list by Invoice Number	
Select the Original Invoice that you would like to link to this credit.				
Invoice #	Status	Description	Amount	Include
None				<input type="radio"/>
1A-Training	Approved	Invoice for training	288.75	<input checked="" type="radio"/>
1E-Training	Approved	testing using the same invoice number	1,050.00	<input type="radio"/>
Next >>		Cancel		

CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

10. The original field ticket is detected by OpenInvoice and then converted into hyperlink and displays additional field ticket information. If the hyperlink and additional details are not displayed, the field ticket number must be corrected prior to credit invoice submission.

General Information

Invoice Number:1A-TrainingCR

Invoice Date:05/29/2024 MM/DD/YYYY

Invoice Type:Credit Invoice

Currency:CAD - Canadian Dollar

Submission Type:Direct Entry

Invoice Amount:(288.75)

Original Invoice:1A-Training

Remit Amount:(288.75)

Status:Saved

Description:Incoterms: CIF - SITE, Payment Terms: within 10 days 2 % cash discount - within 30 days Due net

Tickets

Ticket No.	Status	Comments	Amount	Approved By	Office Approver	Additional Contact	Attachments
1A-Training	Approved	Entry Sheet 3008060342 Approved	275.00	B2B Cenovus Energy Inc.			Test PDF Attachment - Desktop.pdf

Price Book, Order & Payment Terms

PO:8401707471

Price Book:CW2335880-1 - CFA-E&I SRV-Sunrise

Edit Header

Contact

Original Invoice

Summary

Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
	1.	8401707471			XRM-01	training credit memo	-5.00	HR	55.00	(275.00)	0.00%	(275.00)		
Price Book Description: CRANE TRUCK HR														
										Subtotal:	(275.00)	0.00	(275.00)	
										Total GST (#GST123):			(13.75)	
										Total Amount:	CAD (288.75)			

Add Line Item

11. Click **Attach File** and follow the instructions and criteria to upload attachments. Note: Cenovus requires a copy of the invoice and all supporting documentation.
12. Click **Link to Ticket** to search for the field ticket number.

Tickets

Ticket No.	Status	Comments	Amount	Approved By	Office Approver	Additional Contact	Attachments
1A-Training	Approved	Entry Sheet 3008060342 Approved	275.00	B2B Cenovus Energy Inc.			Test PDF Attachment - Desktop.pdf

Price Book, Order & Payment Terms

PO:8401707471

Price Book:CW2335880-1 - CFA-E&I SRV-Sunrise

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

PO INVOICE PROCESS: INVOICE (MATERIALS / SERVICES)

13. Enter the field ticket in the **Ticket No.** field. This will produce a dropdown list in the **Ticket Line** column.

Ticket No.

1A

1A-Training
Approved - Fully Invoiced

Clear Ticket

Ticket No.

1A-Training

Clear Ticket

Save Cancel

Item	Ticket No.	Ticket Line	Part #	Product/Service	Description	Service Date	Quantity	Units	Rate
1	1A-Training	1	XRM-01	CRANE TRUCK HR	CRANE TRUCK HR		-2.00	HR	55.00

14. Click **Save**.

15. To send the credit memo to Cenovus, click **Submit to Buyer**.

UNDERSTANDING ALERTS, WARNINGS AND ERROR MESSAGES

OpenInvoice alerts, warnings and error messages provide early indication of potential data or compliance issues in relation to the PO, price book, field ticket and invoice values. Follow the stated instructions and / or click the alert icon for more details. Alerts may indicate a change or correction is required prior to submission.

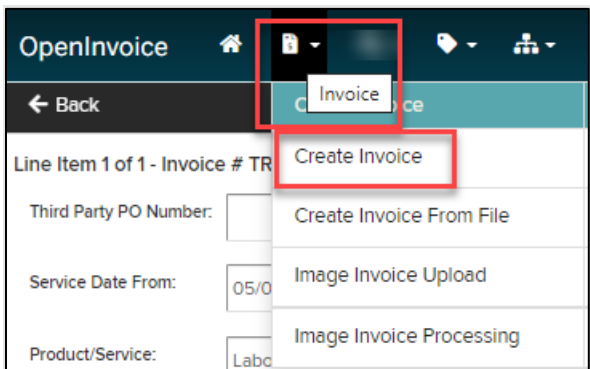
NON-PO INVOICE PROCESS

On July 22, 2024, Cenovus transitions all suppliers using Cortex Workbench for the PO-based processes (including field tickets and invoices) to OpenInvoice.

Note that there is **no change** to Cenovus’s existing, non-PO based process in OpenInvoice.

CREATING AN INVOICE

1. From the main menu, select **Invoice**, then 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

2. 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. The labels and values are: 'Supplier Site: --Please Select--', 'Customer Name: --Please Select--', 'Customer Site: --Please Select--', and 'Customer Department: --Please Select--'. Below these fields is a 'Next >>' button.

- **Supplier Site:** Select the appropriate site.
- **Customer Name:** Cenovus Energy Inc.
- **Customer Site:** Where applicable, Cenovus subsidiaries are listed as a customer site. Ensure to select the correct customer site from the dropdown list to avoid potential dispute and delays to payment.
- **Department:** This field auto-populates to the correct department. If this information is unknown, contact your Cenovus representative.

3. Click

Next >>

GENERAL INFORMATION

1. The **General Information** page displays. Some fields are auto-populated. Review and **Complete** all applicable fields:

- **Invoice Number:** 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.

- **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.
- **Invoice Type:** This field defaults to **Original Invoice**. When this is a credit invoice, select **Credit Invoice** from the dropdown list.
 - o For a **Credit Invoice** that doesn't reference a Cenovus-issued PO, do **not** use the **Original Invoice** button to link to the original invoice number. Enter the original invoice number in the **Description** field.
- **Currency:** This field auto-populates. Use the dropdown list to change the currency when required. Cenovus only accepts CAD and USD.
- **Routing Code:** Currently, the **Routing Code** field is not used during invoice submission. The field should be left blank
- **Description:** **Required field.** Enter the Cenovus invoice reviewer or approver name.
- **Price Book:** **Required field.** Select 'N/A -Price book not applicable'

CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

NON-PO INVOICE PROCESS

- Next >>
- Click
 - In the Summary section click Add Line Item.

SummaryQuick Edit

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
									Subtotal:	0.00	0.00	0.00
									Total Amount:	CAD 0.00		

Add Line Item

LINE ITEM INFORMATION

- The **Line Item** window displays.

Line Item 1 of 1 - Invoice # 1M-Training - 05/30/2024

PO:Enter POPO Line :

Service Date From:MM/DD/YYYYService Date To:MM/DD/YYYY

Product/Service:Enter partial description or asterisk (*) for all items

Description:

Tickets:Add

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
			.00		CAD	.00

Taxes:

Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
PST-BC	<input type="checkbox"/>		<input checked="" type="checkbox"/>		BCPST123	Provincial Sales Tax British Columbia
PST-SK	<input type="checkbox"/>		<input checked="" type="checkbox"/>		SKPST123	Provincial Sales Tax Saskatchewan
GST	<input checked="" type="checkbox"/>	5.00	<input type="checkbox"/>		GST123	Goods and Services Tax

Actual Received Date:MM/DD/YYYYAsset Number:

WBS/CC/Order:


Location:

WBS/CC/Order Type:

GL Account/001/-:

Next >>Add Line ItemCancel

- Complete these fields:
 - PO:** If invoicing for a Cenovus-issued Purchase Order (e.g. “8401000001”) please refer to the [invoicing instructions for PO-based invoices](#). If referencing a third party PO (e.g. received by an EPCM company on our behalf), please include it here. If no PO was provided by a third party, or if no PO is associated with the invoice, please leave this field blank.
 - PO Line:** If invoicing for a Cenovus-issued Purchase Order (e.g. “8401000001”) please refer to the [invoicing instructions for PO-based invoices](#). If referencing a third party PO, (e.g. received by an EPCM company on our behalf), please include it here. If no PO was provided by a third party, or if no PO is associated with the invoice, please leave this field blank.
 - 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**.
- **Product/Service: Required field.** Use Type ahead functionality to determine the product or service. These are the supplier company's products or services, which must be configured in OpenInvoice before invoices can be submitted. Go to **Corporate > Product/Service Catalog** to add or update these items.
- **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.
- **Tickets:** Optional. Enter the field 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 alert to quickly see any invoices that may already reference the ticket number.
- **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.
- **Units:** This field defaults to whatever was selected in the Product/Service field but can be edited.
- **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.
- **Subtotal:** This field is calculated automatically.
- **Discount(%):** For non-PO invoices, this can be populated.
- **Currency:** This field auto-populates but may be edited. As Cenovus only accepts CAD and USD, please select the appropriate currency.
- **Total:** This field is calculated automatically.
- **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.

INVOICE CODING



For the section below:

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

- **Asset Number:** Optional field for Cenovus reporting purposes. Your Cenovus representative or Approver provides specific details on what to enter, when required.


CENOVUS ENERGY OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESSES

NON-PO INVOICE PROCESS

- **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)
 - Work Orders: ORDXXXXXXXX (8 digits)
 - Internal Orders: ORDXXXXX (5 digits)
 - Cost Centre: CCXXXXXXXX (8 digits)





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

- **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.
- **WBS/CC/Order Type:** This field auto-populates.
- **G/L Account/001:** Enter the General Ledger (G/L) coding required for this invoice.
 - o First field is for the G/L account code (seven digits).
 - o Second field should always be '001'.
 - o Third field must be left blank.

Line Item 1 of 1 - Invoice # 1M-Training - 05/30/2024

PO: PO Line:

Service Date From:  Service Date To: 

Product/Service: ⓘ

Description:


Tickets:


Details:

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

Taxes:

Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
PST-BC	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	BCPST123	Provincial Sales Tax British Columbia
PST-SK	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	SKPST123	Provincial Sales Tax Saskatchewan
GST	<input checked="" type="checkbox"/>	<input type="text" value="5.00"/>	<input type="checkbox"/>	<input type="text"/>	GST123	Goods and Services Tax

Actual Received Date:  MM/DD/YYYY Asset Number:

WBS/CC/Order: 

Location:

WBS/CC/Order Type:

GL Account/001/:

1. To add additional line items, click **Add Line Item**.
2. Once all line items are added, click **Next**.

ATTACHING SUPPORTING DOCUMENTATION



1. Click **Attach File** and follow the instructions to attach supporting documents that reflect the items and costs for the invoice. Supporting documents must include:
 - o A copy of your original invoice
 - o 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

Next >>

2. When all your supporting documents are attached, click **Next >>**.
3. The completed invoice displays.

Invoice # INV10054 - 05/30/2022

Supplementary Information

Invoice Journal

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

Attached Documents

MS Excel 6kB attached on 05/30/2022 at 09:31:17 PM MDT - by [User Icon]
Timesheet & Expense - May 2022 INV10054
Timesheet & Expense - May 2022 INV10054.xlsx

Buyer

Cenovus Energy Inc
Attn: Accounts Payable
P.O. Box 766 - 225 6 Ave SW
Calgary, Alberta
Canada
T2P 0M5

Supplier

[Supplier Icon]
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

Edit Header Contact

Summary Quick Edit

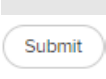

Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1.				Labour	20.00	Day	800.00	16,000.00	(0.00%)	16,000.00	
									Subtotal:	16,000.00	0.00	16,000.00
									Total GST (#837143098):		800.00	
									Total Amount:	CAD 16,800.00		

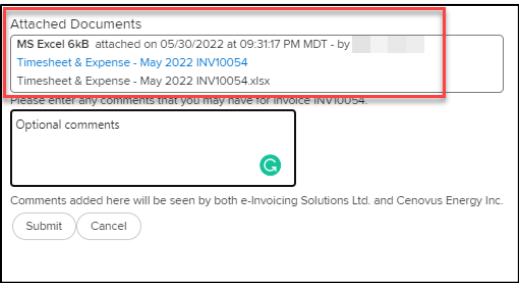
Add Line Item



4. Click **Save**.

SUBMITTING AN INVOICE

1. Click  or .
2. **Comments:** Optional field. You may add a comment here. Comments are seen by Cenovus.



Attached Documents

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

[Timesheet & Expense - May 2022 INV10054](#)

Timesheet & Expense - May 2022 INV10054.xlsx

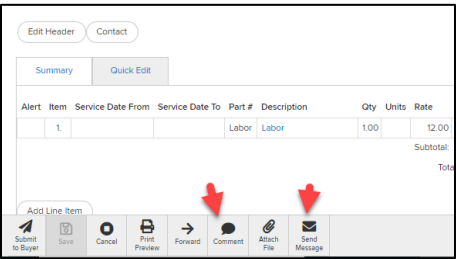
Please enter any comments that you may have for invoice INV10054.

Optional comments

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

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.



Alert	Item	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate
	1.				Labor	1.00		12.00
								Subtotal
								Total

Add Line Item




For further instructions or clarification with any of these requirements above, please contact vendor.relations@cenovus.com.

NAVIGATING THE INVOICE SECTION

INVOICE STATUS

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



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.

OPENINVOICE SUBMISSION GUIDELINES FOR PO AND NON-PO PROCESS

NON-PO INVOICE PROCESS

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.

Invoice Journal

Current Owner

Site: [REDACTED] E

User: [REDACTED]

Paid on 04/26/2022 at 10:34:30 AM MDT - by Buyer

Payment Identifier: 1800000000. \$10,500.00 USD. (Wires). Funds are expected to be released within 3 business days from 04/26/2022. S4 FI Document: 1900000000, ECC FI Document: 1900000110, Fiscal Year: 2022, Company Code: 0044.

Payment Posted on 04/12/2022 at 10:42:10 AM MDT - by Buyer

Your approved invoice is being reviewed and prepared for payment. Funds are expected to be released within 3 business days from 04/12/2022. FI Document: 1900000110, Fiscal Year: 2022, Company Code: 0044, Amount: \$10,500.00 USD, Document ID: 4893073

Approved on 04/12/2022 at 09:32:06 AM MDT - by Buyer

Submitted on 04/12/2022 at 08:04:39 AM MDT - by [REDACTED]

Saved on 04/12/2022 at 08:04:38 AM MDT - by [REDACTED]

For non-PO invoices, payment due date is calculated based on the submission of your invoice (**not** your invoice date). For non-PO invoices, 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.

ADDITIONAL SUPPORT

For information regarding your OpenInvoice account and technical issues:

- Click **Help**. This guides you to the support chatbot for assistance.



- Contact OpenInvoiceSupport@enverus.com.

For PO-related questions:

- Refer to the **Information** section in the header of the PO attachment or reach out to your Cenovus representative.

For questions related to Cenovus's transition from Cortex Workbench to OpenInvoice on July 22, 2024, contact OpenInvoice.Project@cenovus.com.