

# Cenovus Procure-to-Pay Process Overview Quick Reference

## Purpose

This document provides a high-level overview of Cenovus's procure-to-pay process.

## Procure-to-Pay-Process



## Request –Purchase requisition

- Cenovus's internal document instructing the procurement administrator to procure a specific quantity of materials or services to be delivered or complete on a specific date.
- Created by a Cenovus representative.
- Purchase requisitions over \$1,000 must have a purchase order (PO) unless the request is on the exception list or is from a non-Cortex supplier.

## Purchase –Purchase orders

- Cenovus's purchasing solution.
- Created after the purchase requisition is approved.
- Most common types:
  - **Services POs** – used to procure services; based on dollar amount.
  - **Materials POs**– used to procure materials; based on quantities.
- When a Cenovus business unit approves the PO's financial amount, supplier receive a copy to review and confirm
- Cenovus suppliers are required to:
  - have an approved PO before beginning work or delivering goods.
  - acknowledge materials POs. *Do not* fill the PO if it is incorrect or incomplete. Contact the Cenovus procurement representative.

## Receive – Field tickets

- **Services Purchase Orders**

Suppliers using Cortex Workbench create a field ticket by correctly entering information such as PO number, cost object coding, and approver code into the system for routing.
- **Materials Purchase Orders**

Cenovus personnel enter the goods receipt (G/R). Cenovus receives the material and verifies quality, and quantity. Once Cenovus completes the good receipt, please allow 1 business day for field ticket to arrive in Cortex.
- **Service Entry Sheets (Non-Cortex)**

Cenovus's SCM Service Centre creates service entry sheets (SEs) manually from the invoice and sends them for financial approval.

# Cenovus Procure-to-Pay Process Overview

## Quick Reference Guide

---

### Invoice

Three of the options for suppliers to submit invoices are:

1. **Cortex System:** Electronic invoicing solution.
2. **Cenovus AccountsPayable PO.** All invoices must include the Cenovus PO number.
3. **Cenovus AccountsPayable NonPO.** All invoices must include the Cenovus approver name, approver code, and cost object (e.g., cost center, work order number, network, etc.).

Suppliers are required to:

- Submit all invoices no later than 180 days after job completion.
- Follow Cenovus invoice requirements
- Ensure invoices are submitted according to the instructions on the PO.

*Note: Do not mail, email or fax additional copies of an invoice or payment will be delayed.*

### Pay

Cenovus payment terms begin the date an acceptable invoice is received. Payment options are:

- Electronic funds transfer (EFT)
- Wire transfer
- Cheque
- Credit card (Contact your Cenovus procurement representative to determine if you are eligible for this option).

### Where to go for help?

[vendor.relations@cenovus.com](mailto:vendor.relations@cenovus.com)