

# Accounts Payable

## Invoice Requirements Quick Reference Guide

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## Invoice Requirements

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**Important:** To ensure your invoices are processed as quickly as possible, please provide **ALL** the information requested. Following these guidelines ensures your invoice is processed efficiently and avoids disputes and delays in payment.

**Disputed** invoices are the responsibility of the supplier to correct and resubmit or cancel. Contact your Cenovus representative, invoice contact or Approver who requested the product or service for any missing information.

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Please provide the information listed below:

### Invoice Header

- Your invoices **must** be labelled either 'Invoice' or 'Credit'.
- Invoices **must** be in PDF format
- Invoice Number (must be unique)
- Credit invoice must also have a unique number and reference the original invoice number
- Invoice Date: any invoice older than six (6) months may be disputed when the approver is no longer valid or cannot validate the charges
- Correct **Cenovus legal entity name**. Use the appropriate company or subsidiary:
  - Cenovus Energy Inc.
  - Bruderheim Energy Terminal Ltd
  - Husky Marketing and Supply Company
  - Ohio Refining Company LLC
  - Lima Refining Company
  - Superior Refining Company LLC
  - TJ Pounder & Co of US Inc
- Cenovus **Bill To Address:** (please see the end of this guide)
- Supplier name and remittance address(es)
  - Legal company name
  - Remit to address
  - Contact information, including email address
- PO Number & PO Line Number
- Invoice amount and currency (CAD or USD only)
- Applicable taxes
- GST/HST number (when registered)

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### Invoice Line Item Details

- Service / delivery dates
- Description or products and/or services
- Account Coding (if applicable, in addition to PO number): Provide the financial coding provided by your Cenovus representative, invoice contact or Approver
  - **WBS/CC/Order:**
  - **G/L Account:** XXXXXXXX

### Supporting Documentation

Supporting documentation for invoice submissions must include:

- a copy of your original invoice
- all other available documentation that provides evidence and justification for the charges including, but not limited to, Bill of lading, Work order, Field tickets, etc.
- any supporting documents stating 'Bill to', 'Charge to', 'Sold to' or 'Invoice to' must include the correct and complete Cenovus legal entity name
- original receipts for any travel expense

### Invoice Submission

Submit your invoice with all supporting documentation:

**Email:** [po.invoices@cenovus.com](mailto:po.invoices@cenovus.com)

**Mail:** Cenovus Energy Inc. Attn: Accounts Payable  
225 6 Ave SW  
PO Box 766  
Calgary, AB T2P 0M5



**Important:** Only submit your invoice **Once**.

Submitting your invoice more than once, using any combination of OpenInvoice, email and/or paper mail causes delays in processing and payment.

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