Using Rate Schedules in Cortex Workbench Quick Reference Guide

Purpose

This document explains the rate validation process and provides guidelines for using rate schedules in Cortex Workbench to create and submit a field ticket to Cenovus.

Rate Validation Process

The rate validation process is followed by the supplier when a rate (pricing) schedule is agreed upon between Cenovus and the supplier. When Cenovus sends a purchase order (PO) referencing a rate schedule, the supplier must use the rate schedule to create each line of the field ticket.

1. Receiving the rate schedule and rate validated purchase order

- Cenovus sends:
    - rate schedule to the supplier's Cortex Workbench rate schedules folder.
    - rate validated PO.

2. Viewing the rate schedule

1. Click the **Rate Schedule folder** on the left side of Cortex Workbench.
2. Double click **Rate Schedule**.

	Field	Enter
1	**Contract Number**	document number Cenovus assigns to the rate schedule
2	**Vendor Code**	code Cenovus uses to identify the supplier
	Supplier Name	supplier's company name
3	**Contract Date**	date the rate schedule was contracted between Cenovus and the supplier
4	**Title**	name or title of the rate schedule
	Buyer DUNS#	Cenovus DUNS#
	Buyer Name	Cenovus company name
5	**Start Date**	date the rate schedule is valid from
	Version	displays if this is a newer version of the contract
	Currency	currency used for the rate schedule list prices
6	**End Date**	date the rate schedule is no longer valid

Group Lir	Group	7 Line Id	Description	UOM	8 List Price	9 Start Date	10 End Date	11 Price Unit	12 Commodity Code	Supplier Service Code	G/L Account	13 Buyer Service Code
10	OneOff-WA JOL Hardist...	71	LOADER, WHEEL,DAY,OPT,EQFU	DAY	$650.000...	04/30/20...	12/31/99...	1.00				11031261
10	OneOff-WA JOL Hardist...	72	TOWER LIGHT MISC DAY	DAY	$240.000...	04/30/20...	12/31/99...	1.00				11006244
10	OneOff-WA JOL Hardist...	73	GENERATOR MISC DAY	DAY	$820.000...	04/30/20...	12/31/99...	1.00				11004508

7	**Group Line #:**	Line-item number
	Line ID#	service-line item number
	Description	description of the line-item goods or services
	UOM	unit of measure code associated with the item being quantified
8	**Unit Price**	price used to calculate the rate
9	**Start Date**	start date for the validity of this pricing condition - must be *greater than*, or *equal to*, the *Contract Start Date* - must be *equal to*, or *less than,* the *Contract End Date* and *Line-Item End Date*
10	**End Date**	end date for the validity of this pricing condition - must be *equal to*, or *in between* the *Contract Start Date* and/or the *Contract End Date* - If the *Line-Item Start Date* is *equal to* the *Contract End Date*, then the *Line-Item End Date* should be the *same* as the *Contract End Date*
11	**Price Unit**	number of units per list price. - automatically defaults to 1 if no data is present - field is editable
12	**Commodity Code**	assigned to the item, if applicable
	Supplier Service Code	supplier's service reference number, if applicable
	G/L Account	if applicable
13	**Buyer Service Code**	an external reference number used by Cenovus to identify the specific item in its system

Print View	Close

3. To view and print a PDF of the rate schedule, click Print View.

Rate Schedule

Contract Number:	CW2345906	Title:		Version:	
Vendor Code:	11038730	Buyer DUNS#:	251064861	Currency:	CAD
Supplier Name:		Buyer Name:	Cenovus Energy Inc		
		Start Date:	02/10/2017	End Date:	12/31/2022
Contract Date:	02/09/2022				

Description	UOM	List Price	Start Date	End Date	Commodity Code	Supplier Service Code	Buyer Service Code	G/L Acct.	AFE	Cost Center	Order #	Network/ Net. Activity	Location
- 2 - CM-SUN-E&I Srv-GSA													
- ELECTRICIAN,HR,REG,SUPT													
	HUR		02/10/2017	03/12/2022			11030582					√	
	HUR		03/13/2022	12/31/9999			11030582					√	
- TECHNICIAN, ELEC/INST,HR,REG,JRNYMAN													
	HUR		02/10/2017	03/12/2022			11030583					√	
	HUR		03/13/2022	12/31/9999			11030583					√	
- ELECTRICIAN,HR,REG,FOREMAN													
	HUR		02/10/2017	03/12/2022			11030584					√	
	HUR		03/13/2022	12/31/9999			11030584					√	
- ELECTRICIAN,HR,REG,EL05,JRNYMAN													

Or, click the *paperclip* icon beside a rate schedule in the **Rate Schedules folder** to view and print a PDF copy.

	PO #	Doc #	Classification	Partner Code	Trading Partner	Last Updated	Created By	Status
			- All -					- All -
📎		CW2345906	Services	11038730	Graham Maintenance Services ...	Wed 02:59 PM	HuskyAxon@cortex.net	Activated

3. Referencing the rate schedule on a field ticket

Reference Document Selection

PO # / Line #   8401225796   / 10
Document Number   M031162018   Start Date   01/03/2018
Title   End Date   01/03/2019

	Group Line # ▲	Group	Line Id	Description	Unit Price	Start Date	End Date	Price Unit	Supplier Service Code	Status
☐	10	Test123	10	MATERIAL MISC L	$100.00000	01/03/2018	12/31/9999	1.00		Approved
☐	10	Test123	20	MANAGER, PROGRAM,HR,AI,SR,PROGRAM MAN	$1.000000	01/03/2018	12/31/9999	1.00		Approved
☐	10	Test123	30	MANAGER, PROGRAM,HR,AI,SR,PROGRAM MAN	$225.00000	01/03/2018	12/31/9999	1.00		Approved
☐	10	Test123	40	MANAGER, PROGRAM,HR,AI,SR,PROGRAM MAN	$100.00000	01/03/2018	12/31/9999	1.00		Approved
☐	10	Test123	50	3RD PARTY SERVICES MISC $	$100.00000	01/03/2018	12/31/9999	1.00		Approved

Add   Skip

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- If a PO references a specific rate schedule, the rate schedule **PO # / Doc #** displays in the **Reference Document Selection** section of the field ticket.

- This rate schedule must be used to create the field ticket. *Do not click the Skip button*. If the rate schedule is *skipped*, the field ticket will be rejected.

- The services and products contained in the rate schedule can be added as line items on your field ticket. Using the appropriate rate schedule for each field ticket reduces the chances of receiving a rejection from Cenovus.

- To reference the rate schedule when creating a field ticket:
  1. Ensure the service dates are within the **Validity Period** on the PO. If the services are outside of these dates, contact the Cenovus field representative or the PO owner to confirm you have the appropriate PO. This is **Only applicable if validity dates were provided on the purchase order.**

Purchase Order

Validity Period		Purchase Order Details	
Validity Start Date	01/01/2022	Purchase Order Number	8401566764
Validity End Date	12/31/2022	Purchase Order Date	06/23/2022
		Currency	CAD

  2. Open a new field ticket.

  3. Enter the service dates in the field ticket *Reporting Period Start Date* and *End Date* fields and in the *Ticket Details, Ticket Date* field.
  Note: This auto populates the Service Period Start Date and End Date fields in each item line.

Field Ticket

Reporting Period		Ticket Details	
Start Date	06/09/2022	Ticket No.	5265697
End Date	06/09/2022	Ticket Date	06/09/2022

Tax Exempt Code	Tax Amount	Service Period Start Date	Service Period End Date	Cost Object Type	
Taxable	$87.75 %	06/09/2022	06/09/2022	Order Number	
Taxable	$10.53 %	06/09/2022	06/09/2022	Order Number	

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4. Click Reference **Document** to select the appropriate PO.

5. Click the drop-down arrow in the **Document Type** field and select **Purchase Order**.

6. Select the **PO Number**.

    Note: If the selected PO is rate validated, a message displays.

7. Click **Open** to display the rate schedule.

8. Select the items from the rate schedule. You can select one item or multiple items.

9. Click **Add**.
10. The selected item(s) display as item(s) on the field ticket.

    Enter the quantity in the **Quantity** field.

    Note: All line items *must* reference the rate schedule or the field ticket will be rejected.

    Warning: Do not change the value in the **List Unit Cost** field unless you are selecting a price lower than the agreed-upon rate.

11. Complete the field ticket by reviewing the auto-populated fields and entering the rest of the details.
12. Submit the field ticket.

Non–Rate Validated Spend on an Agreement – Price Changeable

- Adding a price changeable *Miscellaneous* line to the agreement allows the supplier to edit the price on the rate schedule in Cortex Workbench.

Note: Price changeable lines will be reviewed by a Cenovus approver to ensure the prices being billed by the supplier are correct.

If the supplier is billing for an item not in the Cenovus contract, do not use the *Miscellaneous* line without first checking with the Cenovus representative.

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Ceiling Price Functionality for Rate Validation

- The rate validation functionality in Cortex Workbench accommodates suppliers who negotiate rates on a per-job basis by allowing them to submit, without rejection, field tickets with rates *below* the negotiated contract line item rates. As a result, suppliers need to be diligent about correct pricing on field tickets, as the system will not prevent inadvertent entries that are lower than the contract rates.

Rate Validated Field Ticket Rejections

- Rejection messages display in the **Comments** field at the bottom of the field ticket.
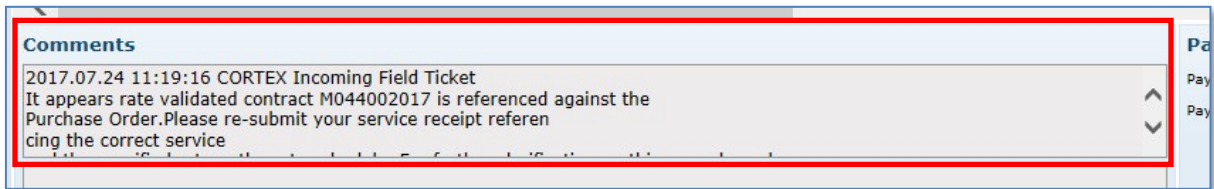
They can also be found in the **Document History** tab. Click **View** beside the rejected line to open and view the message.

Note: If the rejection was automatically done by automated system checks, there will not be additional comments as the rejection occurred before reaching Cenovus.

If you receive a rejection message, review the field ticket entries to ensure:

- the correct service dates for the work done are entered
- the correct contract rates for the service performed / materials provided are selected
- the rate is not changed to a rate higher than the rate in the rate schedule

If you have questions about the services, rates, or rejections messages, contact your Cenovus contract representative.