

Service Locations in Cortex Quick Reference Guide

REQUEST

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Purpose

This document explains how to select the correct Service Location for taxes when submitting a field ticket in Cortex.

Selecting the Service Location

Select the *province where the work was completed* when entering the taxes of your field ticket (In the Tax Rate Calculation). This ensures the correct tax type and rates are generated.

The Tax Type and rates are automatically applied for the selected province.

Tax Rate Calculation

Line Item 10: GRADER,HR,AI,PG03,CUR
Taxable Amount: \$1540.00

Service Location: Alberta

Tax Type	Rate	Amount
GST/HST GST Only	5.00%	\$77.00
PST N/A	0.00%	\$0.00

Tax Total = \$77.00
Line Item Total (Inc Tax) = \$1617.00

OK

Please note: The Service Location is the province in where the work was completed.

Service Locations in Cortex

How to update taxes based on the service provided

Service provided in *Alberta*.

- Tax Type: GST and Tax Rate: 5.00% are automatically applied.

Tax Rate Calculation

Line Item 10:
Taxable Amount: \$0.00

Select the Service Location to auto-calculate the default taxes for that location, or select the tax type Manual to enter your tax Amount total.

Service Location: Alberta

Tax Type	Rate	Amount
GST/HS: GST Only	5.00%	\$0.00
PST: N/A	0.00%	\$0.00

Repeat Service Location and rates to subsequent lines.

Tax Total = \$0.00
Line Item Total (Inc Tax) = \$0.00

Apply Cancel

Service provided in *Saskatchewan*.

- Suppliers with a *PST number* - The Tax types and Tax Rates are automatically applied.

Service Locations in Cortex

Tax Rate Calculation

Line Item 10:
Taxable Amount: \$0.00

Select the Service Location to auto-calculate the default taxes for that location, or select the tax type Manual to enter your tax Amount total.

Service Location: **Saskatchewan**

Tax Type	Rate	Amount
GST/HST GST	5.00%	\$0.00
PST PST	6.00%	\$0.00

Repeat Service Location and rates to subsequent lines.

Tax Total = \$0.00
Line Item Total (Inc Tax) = \$0.00

Apply Cancel

- Suppliers who *do not* have a PST number - Please select *Manual* for the PST Tax Type and Tax Rates are automatically applied to GST and 0.00% for PST.

Do not update the Rate % to balance the PST charges.
Cenovus Energy will self-assess the PST.

Tax Rate Calculation

Line Item 10:
Taxable Amount: \$0.00

Select the Service Location to auto-calculate the default taxes for that location, or select the tax type Manual to enter your tax Amount total.

Service Location: **Saskatchewan**

Suppliers who do not have a PST #

Tax Type	Rate	Amount
GST/HST GST	5.00%	\$0.00
PST Manual	0.00%	\$0.00

Repeat Service Location and rates to subsequent lines.

Tax Total = \$0.00
Line Item Total (Inc Tax) = \$0.00

Apply Cancel

Service Locations in Cortex

- Services or materials provided that are *PST Exempt* as per provincial tax legislation. Please select *Exempt* for the PST Tax Type and Tax Rate is set to 0.00%.

Tax Rate Calculation

Line Item 10:
Taxable Amount: \$0.00

Select the Service Location to auto-calculate the default taxes for that location, or select the tax type Manual to enter your tax Amount total.

Service Location: Saskatchewan

Tax Type	Rate	Amount
GST/HST GST	5.00%	\$0.00
PST Exempt	0.00%	\$0.00

Repeat Service Location and rates to subsequent lines.

Tax Total = \$0.00
Line Item Total (Inc Tax) = \$0.00

Apply Cancel

Importance of selecting the correct Service Location

If the *incorrect* Service Location is selected the wrong tax type and rate will default causing:

- Issues in incorrect taxes being paid
- Delay in processing of field ticket for approval
- Missed taxes that should have been paid by Cenovus Energy

Frequently Asked Questions

Question	Answer
I don't know which Service Location to select.	Please contact the PO Owner to confirm.

For additional questions please contact vendor.relations@cenovus.com