Service Locations in Cortex
Quick Reference Guide

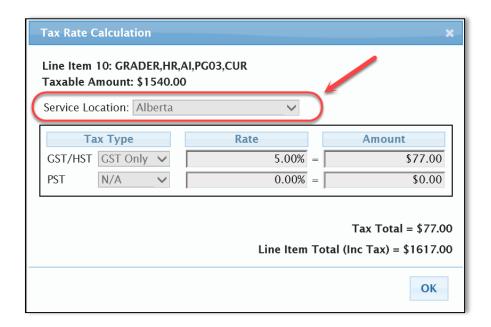REQUEST > PURCHASE > **RECEIVE** > INVOICE > PAY

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.
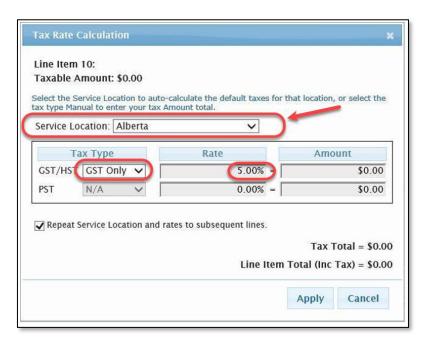
Tax Rate Calculation ✖

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*.

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How to update taxes based on the service provided

Service provided in *Alberta.*

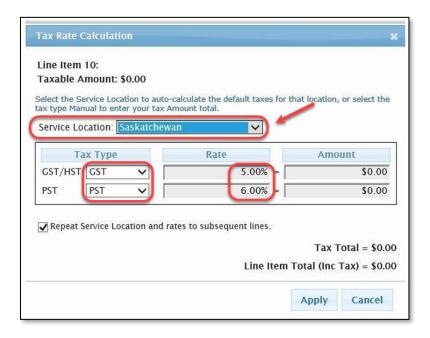- Tax Type: GST and Tax Rate: 5.00% are automatically applied.

Service provided in *Saskatchewan.*

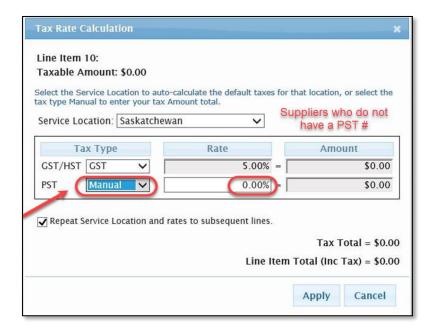- Suppliers with a *PST number -* The Tax types and Tax Rates are automatically applied.

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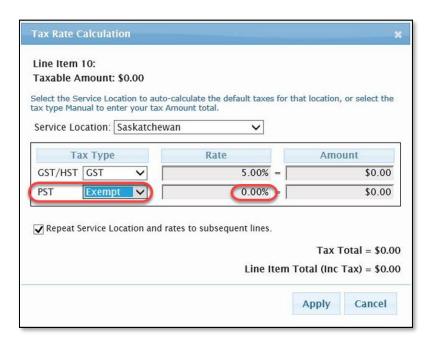
  Do not update the Rate % to balance the PST charges.
  Cenovus Energy will self-assess the PST.

- 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%.

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