

# Submitting a Request to Onboard with Cortex Workbench for Cenovus Quick Reference Guide



## Purpose

This document explains how a supplier can submit a request to onboard with Cortex Workbench for Cenovus.

## 1. What is Cortex Workbench?

An automated solution that facilitates the electronic transmission of documents to and from the supplier Cortex Workbench account. Cortex Workbench is used to electronically match purchase orders, field tickets and invoices.

## 2. What is the process to submit an onboarding request?

- To submit a request, the supplier must be an approved supplier who has an existing relationship with Cenovus.
- If supplier has an existing contract with Cortex Workbench and is using it to transact with other trading partners, submit a request via the Cortex Workbench application.
  - Click the **Network** tab in Cortex Workbench to submit the request.
  - Cenovus will review the request and send approval to Cortex.
  - Cortex will set the supplier up in Cortex for Cenovus.
- If supplier has an existing relationship with Cenovus but is not using Cortex Workbench, contact Cortex directly to onboard.
  - Suppliers must send their Cenovus vendor number to Cortex Workbench to initiate the onboarding process.

## Where to Go for Help

[workbenchsupport@enverus.com](mailto:workbenchsupport@enverus.com) or (866) 716-6272 option 1.