

Invoices submitted incorrectly will be disputed – resulting in delay of payment. Disputed invoices are the responsibility of the supplier to correct and resubmit. Contact the Cenovus representative that requested the product or service for any missing information.

Supplier invoice requirements:

Invoice Header

- ☒ Labelled "INVOICE" or "CREDIT"
- ☒ Invoice number
 - Unique invoice number
- ☒ Credit invoice must also have a unique number and reference the original invoice number (where applicable)
- ☒ Invoice date
 - invoices dated older than six months may be disputed if the approver is no longer valid or cannot validate the charges
- ☒ Correct Cenovus [legal entity name](#)
- ☒ Cenovus bill to address:
 - 500 Centre Street SE, P.O Box 766, Calgary AB, T2P OM5
- ☒ Supplier name and remittance address
 - legal company name
 - remit-to address
 - contact information including email address
- ☒ Invoicing contact
 - First and last name of who needs to review and /or approve your invoice, this name is also provided on the purchase order document under invoice instructions
- ☒ Amount and currency
- ☒ Applicable taxes
- ☒ GST/HST number (if registered)

Invoice Line Item Detail

- ☒ Service /delivery dates
- ☒ Description of products or services
 - including quantities, unit of measure, unit prices, and tag numbers
- ☒ Account coding
 - AFE: 17XXXXXX
 - Cost Center: 6XXXX
 - Major & Minor: 82XX.3XX
 - Refer to your field stamp for details
- ☒ Order Number (where applicable)
 - Order number and associated order line number(s) must be referenced
 - Refer to order coding instructions in Appendix 1
- ☒ Work order number (where applicable)
 - Work Orders numbers are subject to additional requirements

NOTE: Engineering Procurement/Construction Management Firms must also include:

- Cenovus [legal entity name](#) c/o EP Firm/CM Firm
- Summary invoice backup information
- Copies of all third-party invoices related to the service