**Ovintiv Canada ULC**
500 Centre Street SE, PO Box 2850
Calgary, AB, Canada T2P 2S5
T 403 645 2000

**Ovintiv USA Inc.**
Republic Plaza
370 17th Street, Suite 1700
Denver CO, USA 80202
T 303 623 2300

***03/22/2023***

***Supplier Invoice Guideline Requirements – Ovintiv Canada & USA***

## *Introduction*

*These supplier guidelines provide guidance on invoice content, backup documentation, and customer site & department selection for invoicing Ovintiv through the Enverus OpenInvoice portal.*

## *Invoice Documentation Requirements*

*Ovintiv requires that invoices be submitted with enough documentation to validate that the invoice has been billed accurately and the charges are based on work that was performed or product that was delivered to Ovintiv's satisfaction. Documentation requirements will vary depending on the invoice type, but the following information is typically required:*

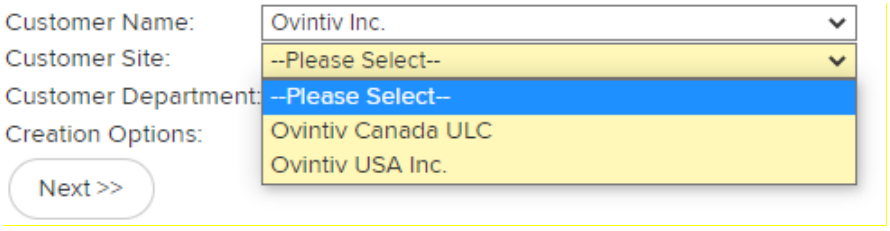
- *Backup invoice from your accounting system to confirm electronic invoice accuracy.*
- *Ovintiv approver or requisitioner name in electronic invoice description field.*
- *Wellsite invoice, a scanned field ticket with the Ovintiv field representative's signature, and coding is required.*
- *Product delivery invoices, including an Ovintiv field representative's signature on a copy of the bill of lading is required.*

## *How to Submit your invoice to Ovintiv*

***STEP 1: Create Invoice***
*Select Invoice > Create Invoice*

*Select the appropriate fields when submitting your invoice*

- *Customer Name "Ovintiv Inc."*
- *Customer Site "Ovintiv Canada ULC or Ovintiv USA Inc"*
- *Click Next*



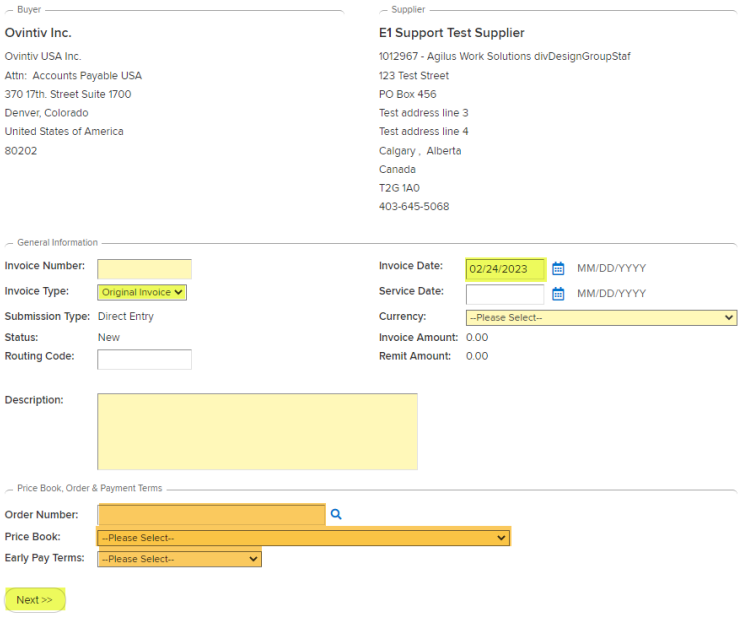
***STEP 2:*** ***Invoice Header Data***

*The **yellow** highlighted header fields listed below are **mandatory.***

- *Invoice number (must match the attached invoice number exactly).*
- *Invoice & Service dates (must match the attached invoice dates exactly).*
- *Currency (USD or CAD).*
- *Description (add approvers name, well name, disposition of work/product).*

*The **orange** highlighted header fields listed below are **optional** based on how your account was set up with Ovintiv.*

- *Click Next (bottom left hand corner).*

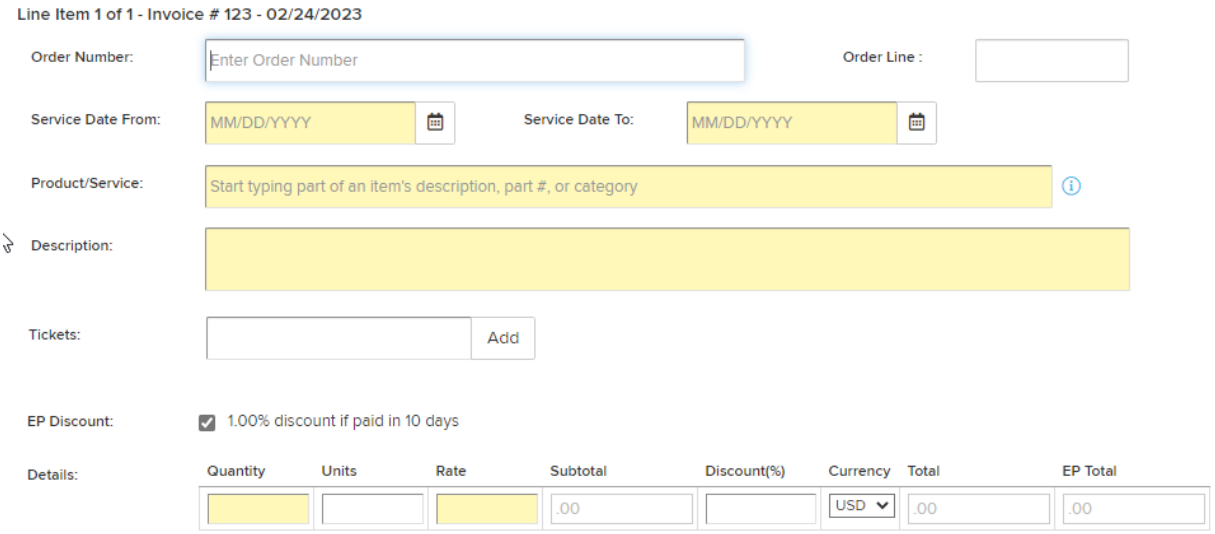



***Note on Early pay Discounts:*** ***Ovintiv offers early invoice payment in exchange for a nominal discount. If you would like to receive invoice payment early, you can select from the three options on a per invoice basis or set up a contractual early pay that will auto apply to your invoices.***

***STEP 3:*** ***Adding Invoice Line Items***

*Once you have submitted the header portion of your invoice, you will see an* ***Add Line-Item*** *button to click.*

*The* ***yellow*** *highlighted line-item fields below are* ***mandatory.***



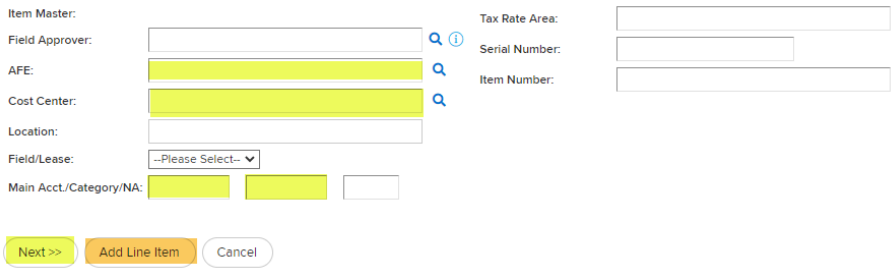
***STEP 4:* Ovintiv required coding fields**

***Note on Ovintiv coding guidelines:* An Ovintiv Company Representative will provide coding.** *The company representative may supply coding via email, as a stamped and coded field ticket or invoice, or at time the order or services are rendered. Please attach all supporting backup to the submitted invoice in OpenInvoice.*

*Coding is **required** when submitting your invoice to Ovintiv. This coding needs to appear somewhere in the backup. Suppliers have the option of directly entering the coding into OpenInvoice (**yellow** highlighted areas). **Direct entry of the coding will expedite invoice processing.***

***Example for Ovintiv coding:***

- *AFE = 8 Digits – 22210431 (When using an AFE, a Cost Center is also required)*
- *Cost Center = 5-6 Digits - 87683*
- *Main Account = 260400*
- *Category = 2300*

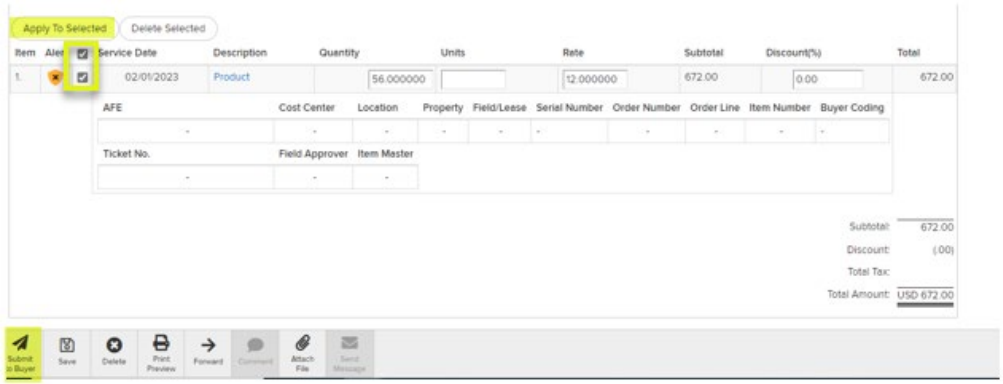



*The **orange** highlighted field is **required** only if you have additional **line items** to add to the invoice.*

- *Click next when you have completed adding all your line items.*

***STEP 5:* Applying coding to lines**

- Once all line items have been added you will need to apply the coding to all lines.



***STEP 6:* *Attaching Backup Documentation***

*On the main screen, click the Attach File button in the toolbar at the bottom of the window to attach files. Ovintiv requires that you attach a copy of the invoice from your accounting system, along with scanned copies of any signed field tickets, bills of lading, or other supporting documentation.*

***Please Note:* *The invoice number and date on your attachment must match the invoice number and date on the electronic invoice header to avoid disputes.***




***STEP 7:* *Review and Submit your Invoice***

*Once you have attached your documentation, the invoice is ready to submit. Please review the invoice to make sure that the invoice number, invoice date, and invoice amount are correct and match the supporting documentation.*

*Once you are ready to submit the invoice, click the* ***Submit*** *button in the toolbar at the bottom of the screen. You will be prompted to enter an optional submission comment before the final submission occurs. Click* ***Submit*** *again on this screen. Once the invoice has been submitted successfully, you will see a message saying the invoice was submitted successfully to Ovintiv.*

*Once you receive the confirmation message, the invoice submission process is complete. If you do not see this message, check the Invoice > Unsubmitted Invoices menu to make sure the invoice is not sitting in an unsubmitted status. Invoices do not become visible to Ovintiv until final submission is complete.*

***Support Contacts***

***Ovintiv Accounts Payable support – AP-openinvoice.support@encana.com***

- *Questions about your invoice, early-pay program, and system support.*

***Open Ticket support – Ovintiv.fieldticket@encana.com***

- *Questions regarding Ovintiv Open Ticket support.*

***Pricebook support – Pricebook.support@encana.com***

- *Questions regarding Ovintiv PriceBook.*

***Open Invoice system support – openinvoicesupport@enverus.com or 1.866.627.3287***

- *Help with your Open Invoice login credentials or account setup.*