



Ovintiv Canada ULC
500 Centre Steet 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

01/27/2025

Supplier Invoice Requirements Guide – 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.*
 - *Backup invoice must include correct buyer name and address*

Example:

Invoices with GST should use:

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

- *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

Customer Name: Ovintiv Inc. ▼

Customer Site: --Please Select-- ▼

Customer Department: --Please Select--

Creation Options: Ovintiv Canada ULC
Ovintiv USA Inc.

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).

Buyer

Ovintiv Inc.
Ovintiv USA Inc.
Attn: Accounts Payable USA
370 17th. Street Suite 1700
Denver, Colorado
United States of America
80202

Supplier

E1 Support Test Supplier
1012967 - Agilus Work Solutions divDesignGroupSta
123 Test Street
PO Box 456
Test address line 3
Test address line 4
Calgary , Alberta
Canada
T2G 1A0
403-645-5068

General Information

Invoice Number:

Invoice Type: Original Invoice ▼

Submission Type: Direct Entry

Status: New

Routing Code:

Invoice Date: 02/24/2023 MM/DD/YYYY

Service Date: MM/DD/YYYY

Currency: --Please Select-- ▼

Invoice Amount: 0.00

Remit Amount: 0.00

Description:

Price Book, Order & Payment Terms

Order Number:

Price Book: --Please Select-- ▼

Early Pay Terms: --Please Select-- ▼

Next >>



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**.

Line Item 1 of 1 - Invoice # 123 - 02/24/2023

Order Number: Order Line :

Service Date From:  Service Date To: 

Product/Service: 

Description:

Tickets:

EP Discount: ☒ 1.00% discount if paid in 10 days

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total	EP Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=".00"/>	<input type="text"/>	<input type="text" value="USD"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>

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

Item Master:		Tax Rate Area:	
Field Approver:	<input type="text"/>	Serial Number:	<input type="text"/>
AFE:	<input type="text"/>	Item Number:	<input type="text"/>
Cost Center:	<input type="text"/>		
Location:	<input type="text"/>		
Field/Lease:	--Please Select--		
Main Acct./Category/NA:	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Item	Alt	Service Date	Description	Quantity	Units	Rate	Subtotal	Discount(%)	Total
1.	<input checked="" type="checkbox"/>	02/01/2023	Product	56.000000		12.000000	672.00	0.00	672.00

AFE	Cost Center	Location	Property	Field/Lease	Serial Number	Order Number	Order Line	Item Number	Buyer Coding
-	-	-	-	-	-	-	-	-	-

Ticket No.	Field Approver	Item Master
-	-	-

Subtotal: 672.00

Discount: (00)

Total Tax:

Total Amount: USD 672.00

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@ovintiv.com

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

Open Ticket support – Ovintiv.fielddticket@ovintiv.com

- Questions regarding Ovintiv Open Ticket support.

Pricebook support – Pricebook.support@ovintiv.com

- Questions regarding Ovintiv PriceBook.

Vendor Banking support – D365.ABVendorBanking@ovintiv.com

- Any banking related issues; bank accounts, remittance advice email addresses.

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

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