

Confirming a Materials Purchase Order Quick Reference Guide



Purpose

This document explains why it's important to confirm a materials purchase order (PO) in the Cenovus procure-to-pay process.

What is a purchase order confirmation?

- A careful review of the PO that looks at quantities, prices, delivery, shipment, terms and conditions.
- A confirmation must be sent acknowledging the PO has been received and is correct.
- Confirmation must include acceptance (total or partial) of Cenovus's conditions stated in the PO.

What is the timeframe for a purchase order confirmation?

- Cenovus requires all POs be confirmed within **24 business hours**.
- Once PO confirmation is received, and Cenovus accepts it, all parties are legally bound to the transaction terms.

Why is a purchase order confirmation important?

Cenovus creates a goods receipt (G/R) field ticket for the supplier once goods are delivered and inspected. The G/R plus the PO and invoice complete Cenovus's three-way match process that is required before supplier payment is released.

- The PO confirmation:
 - eliminates mismatch between PO and invoices. The objective is to have all vendor invoices match Cenovus POs.
 - improves efficiency in G/R processing. The procure-to-pay process is more efficient and suppliers are paid more quickly.
 - reduces the time vendors and Cenovus spend resolving problems and sending proper documentation for unmatched invoices.

Where to Go for Help

For PO discrepancies, contact the procurement administrator who created the PO. Contact information is on the PO.