

OpenInvoice new supplier account request form

By completing and submitting this form, you are requesting an OpenInvoice account for the purpose of creating and submitting your invoices to a Cenovus entity electronically for any work performed.

Setup to create this account will begin within 3 business days of receipt of this form, and may take up to 10 business days to complete.

Mandatory fields are marked with an asterisk (*) and are required in order to prevent unnecessary delays in processing and setup.

Request form submitted by (your name)

Email address

Phone

Check here if your company is already set up with a registered OpenInvoice account

Supplier information - your company details

*Full corporate legal name (please include "Ltd/Inc...")

Trade Name/Site Name/Doing Business As (dba) Name/Operating As (a/o) Name/Division (div) Name

*GST number (tax info)

*Address

*City

*Province/state

*Postal code/zip code

Supplier contact details - this is the user who will be submitting invoices for your company

*Name

*Email address

*Main phone

Other phone

.....
Who is your Cenovus approver/contact? (first and last name).

How many invoices will you be submitting to Cenovus per month?

1 – 3

4 – 10

10 or more

Please select File > Save As to save the completed form to your preferred location. Questions: Contact eInvoicingSolutions@cenovus.com

Please email this form to eInvoicingSolutions@cenovus.com
OR use the Email Form button below.

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