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March 25, 2009

Re: **Mandatory Requirement for Field Ticket Attachments - Cortex**

This letter is to notify all Husky Suppliers utilizing Cortex of a change in process. As a result of a recently completed audit, a copy of the field ticket is required to be attached before submitting for approval.

Effective **April 1/09** your company is required to scan field tickets and attach to each electronic submission, substantiating to Husky approvers that the services have been received. Tickets received after that date without an attached Field Ticket will be rejected by the approver. The format for the attached field ticket is .pdf format.

For instructions on how to attach a field ticket please contact Cortex Customer Support at 1-866-716-6272 Opt. 1.

We appreciate your time and consideration.

Sincerely,



Bill Ackerman
Manager, Procurement Governance & Systems