



# HUSKY PROCUREMENT PROCESS SUPPLIER REFERENCE GUIDE

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## 1. INTRODUCTION

In 2012, Husky embarked on a multi-year journey called Procurement Transformation. One of the goals of the Transformation program is to ensure that key functions are accomplished following standard processes so that they are completed efficiently and meet important procurement guidelines. This includes management of purchase orders, receipt handling and invoices. To accomplish this, a new Procurement Service Centre (PSC) has been created to support you and internal procurement staff within our business units. This guide introduces the new PSC and updated procedures for you.

## 2. PROCUREMENT SERVICE CENTRE

The Procurement Service Center (PSC) is a centrally led team to manage the purchase order lifecycle for procurement of all materials and services at Husky.

The Procurement Service Centre:

- Creates Purchase Orders (POs)
- Approves POs
- Transmits POs to suppliers
- Manages Receipt Handling for non-automated suppliers
- Manages Supplier Issues related to POs
- Ensures timely Supplier Payment
- Closes POs

## 3. PROCUREMENT AUTOMATION

Husky's preferred method for transmission of purchase orders, service tickets and invoices is through Cortex, our primary automation supplier, or Husky's Online Service Ticket Portal (OSTP) for independent consultants with Novell IDs working directly with Husky. There are many benefits to using Cortex including expedited processing, streamlining information exchange and providing a mechanism for communication. For more information on automation opportunities, please contact:

- Cortex [insidesales@cortex.net](mailto:insidesales@cortex.net) or 1-866-716-6272 option 2

## 4. TRANSMISSION OF PURCHASE ORDERS (POs)

- A single transmission and transmission method for each PO will be used
- The PO and PO line item number must be included on all correspondence with Husky including, but not limited to service tickets and packing slips
- **Please refer to Table 1 for instructions for Cortex and non-Cortex Suppliers.**

## 5. MATERIALS PURCHASE ORDERS (POs)

### RFQ PROCESS FOR MATERIALS ORDERS

- Applicable to: Materials orders for which there is no Contract in place. Husky site procurement staff will be sending you the RFQ.
- PROCESS: you will first receive an RFQ (Request for Quote):
  - RFQ requests pricing and delivery date confirmation
  - URGENT – you must respond by the quotation deadline date indicated in the RFQ
  - The supplier responses will be evaluated, and a PO will be issued to the successful supplier(s)

### Don't forget to acknowledge receipt of your Materials Purchase Orders!

- This applies to all Materials orders except Consignment
- This does not apply to Service POs

### Packing Slip Requirements

All materials delivered to Husky must be accompanied by a packing slip and include the following information:

- ✓ Vendor Name
- ✓ Date
- ✓ Packing Slip Number
- ✓ Freight Provider, if applicable
- ✓ Waybill Number, if applicable
- ✓ Purchase Order Number
- ✓ Delivery Location
- ✓ End-use Location, coding information (AFE, work order or cost centre) and approver code, if provided by Husky
- ✓ Itemized listing of materials delivered including material description, quantity delivered, unit of measure

## 6. SERVICE PURCHASE ORDERS (POs)

### Service Ticket Requirements

Service tickets should be submitted within 3 business days after service is rendered. Tickets should be signed by an authorized Husky Representative and include the following information:

- ✓ Vendor Name
- ✓ Date the Service is Performed
- ✓ Service Ticket Number
- ✓ Husky Purchase Order Number and Line Item Number
  - A separate ticket is required for each line item on the purchase order
- ✓ Description of Job

- ✓ Itemized listing of service provided including description, quantity, unit of measure and unit price
- ✓ Service Location
- ✓ Coding Information – AFE, work order or cost centre
- ✓ Husky Approver Code
- ✓ Subtotal
- ✓ Taxes
- ✓ Total

For purchase orders relating to a specific service or material:

- All tickets and invoices should be referenced against the PO for which the work was requested.

Validity Dates:

- Ensure Validity Date of the Purchase Order covers the period during which the service will be provided

**Please refer to Table 1 for instructions for Cortex and non-Cortex Suppliers.**

## 7. INVOICES

### Invoice Requirements

- A checklist for invoice submission requirements can be found on the Husky external website at: [http://www.huskyenergy.com/downloads/BusinessOpportunities/Invoice\\_Checklist\\_For\\_Vendors\\_Sep\\_t2013v5.pdf](http://www.huskyenergy.com/downloads/BusinessOpportunities/Invoice_Checklist_For_Vendors_Sep_t2013v5.pdf)
- If you have been approved to utilize the Evaluated Receipt Settlement (ERS) process, this will continue for you rather than using the standard Invoicing requirements.

## 8. PURCHASE ORDER CLOSURE

- Husky will close POs 90 days after work completion or validity end date for blanket POs. To avoid delays in ticket and invoice processing, please submit tickets and invoices as soon as possible after work completion
- Notification of PO closure will be received by PO re-transmission. The PO item will be marked as closed in the Description on the PO.

## 9. WHERE TO GET ASSISTANCE

### Purchase Order Contact

All specific purchase order questions including pricing, delivery, scope, or specifications should be directed to the Contact identified in the Information section of the PO.

### Vendor Relations

Vendor Relations is part of the Procurement Service Centre and will answer questions about:

- Invoice payment, status inquiries, or tax issues

- Process issues related to invoicing and Cortex; including error messages, “how to” questions, duplicate tickets, and procedures
- General procurement process questions

You will be informed of the expected turnaround time to address your request.

To contact Vendor Relations:

- Complete and submit the Partner Support Web Form at:  
<http://www.huskyenergy.com/businessopportunities/scmwebform.asp>
- Email: [Vendor.Relations@huskyenergy.com](mailto:Vendor.Relations@huskyenergy.com)
- Phone: 403-750-5069, option 1

**Note: To monitor service and track any trends in issues related to Cortex, please contact Vendor Relations and NOT any direct Cortex contacts you may have.**

**THANK YOU**

**TABLE 1**

<b>Activity</b>	<b>Cortex Supplier</b>	<b>Non-Cortex Supplier</b>
Transmission of Purchase Orders	<ul style="list-style-type: none"> <li>- POs transmitted via Cortex</li> <li>- Suppliers are required to access Cortex at regular intervals to review new and changed purchase orders AND to acknowledge receipt of that PO</li> <li>- Visibility to ALL details of the purchase order including terms and conditions are available through Cortex.</li> <li>- If your organization only has Cortex available in the accounting department, it is critical that notification is provided to other departments (eg. Sales) by individuals working directly with Cortex.</li> </ul> <p><b>Separate notification emails to these departments containing PO details will no longer be issued.-</b></p>	<ul style="list-style-type: none"> <li>- POs transmitted via email or fax</li> <li>- Suppliers will be required to check for transmissions of new and changed purchase orders on a regular basis.</li> <li>- Generic emails are preferred.</li> </ul> <p>For personal emails, appropriate coverage must be arranged to manage absences</p>
Submitting Service Tickets for Approval	<ul style="list-style-type: none"> <li>- A PDF attachment of the service ticket is mandatory</li> <li>- When creating tickets in Cortex, the reporting period start and end dates MUST be changed to the dates the service was rendered, not the date the system defaults to (current date), AND the ticket date MUST equal the service end date</li> <li>- This will ensure that the start and end date for the actual work performed will fall within the range of dates on the blanket PO called the validity start and end dates, thus preventing a system error which may delay processing of your payment.</li> <li>- Please be sure to submit your invoices into Cortex as quickly as possible once your Service Receipt is approved by Husky to avoid possible delays in payment.</li> </ul>	<ul style="list-style-type: none"> <li>- Suppliers are required to submit service tickets to the appropriate email or fax information in Table 2</li> <li>- Separate submission of invoices is required to appropriate Accounts Payable email address below</li> </ul>
Submitting an Invoice for Payment	Refer to Invoice Checklist under section 7. Invoices	Refer to Invoice Checklist under section 7. Note: Invoices go to <a href="mailto:APIInvoice.PO@huskyenergy.com">APIInvoice.PO@huskyenergy.com</a> or <a href="mailto:APIInvoice.NonPO@huskyenergy.com">APIInvoice.NonPO@huskyenergy.com</a> as appropriate.

**TABLE 2**

SITE NAME	EMAIL ADDRESSES & FAXES
Blackstone Chungo Ram River Stolberg	<ul style="list-style-type: none"> <li>- For service ticket approval only</li> <li>- Invoices go separately to AP email(s) per Table 1</li> <li>- No response to questions at this email address – for help contact <a href="mailto:vendor.relations@huskyenergy.com">vendor.relations@huskyenergy.com</a></li> </ul> <a href="mailto:Foothills@huskyenergy.com">Foothills@huskyenergy.com</a> Fax: 1-587-774-1657
High Level Rainbow Lake	<a href="mailto:RainbowLake@huskyenergy.com">RainbowLake@huskyenergy.com</a> Fax: 1-587-774-1663
Hussar Provost Swift Current Taber	<a href="mailto:SoutheastOperations@huskyenergy.com">SoutheastOperations@huskyenergy.com</a> Fax: 1-587-774-1667
Ansel Deep Gas Edson	<a href="mailto:GasReserve@huskyenergy.com">GasReserve@huskyenergy.com</a> Fax: 1-587-774-1668
Athabasca Grande Prairie Red Deer Slave Lake	<a href="mailto:NorthwestOperations@huskyenergy.com">NorthwestOperations@huskyenergy.com</a> Fax: 1-587-774-1666
Lloydminster Heavy Oil and Gas	<a href="mailto:HOGConstruction@huskyenergy.com">HOGConstruction@huskyenergy.com</a> <a href="mailto:HOGFieldOperations@huskyenergy.com">HOGFieldOperations@huskyenergy.com</a> <a href="mailto:HOG.MaintenanceTickets@huskyenergy.com">HOG.MaintenanceTickets@huskyenergy.com</a> <a href="mailto:HOG.WellServicingTickets@huskyenergy.com">HOG.WellServicingTickets@huskyenergy.com</a>
Exploration & Production Services	<a href="mailto:EPS@huskyenergy.com">EPS@huskyenergy.com</a> Fax: 1-587-774-2316
Facilities & Pipeline Construction (exc. Oil Sands)	<a href="mailto:facilitiesandpipelineconstruction@huskyenergy.com">facilitiesandpipelineconstruction@huskyenergy.com</a> Fax: 1-587-774-1831
Corporate Functions	<a href="mailto:corporatefunctions@huskyenergy.com">corporatefunctions@huskyenergy.com</a> Fax: 1-587-774-1832
Oilsands	<a href="mailto:PSCOilsands@huskyenergy.com">PSCOilsands@huskyenergy.com</a> Fax: 1-587-774-1835
Canadian Products Marketing	<a href="mailto:CPMProcurement@huskyenergy.com">CPMProcurement@huskyenergy.com</a>
Canadian Midstream and Downstream	<a href="mailto:midstreamtickets@huskyenergy.com">midstreamtickets@huskyenergy.com</a> <a href="mailto:downstreamtickets@huskyenergy.com">downstreamtickets@huskyenergy.com</a>