

Attention: Accounts Receivable

Below is an invoice checklist and information for submitting invoices. If you should have any questions regarding this information please contact Husky's vendor invoice inquiry line by going to <http://www.huskyenergy.com/businessopportunities/scmwebform.asp> to fill out a simple online form (or you may email vendor.relations@huskyenergy.com). For a printable version of these procedures [click here to download](#).

Invoice Checklist

The following is a checklist of the items we require to be on each invoice. Please ensure your invoice contains the following information clearly printed on your invoice or your payment may be delayed:

- Name of supplier/vendor (legal company name), remit address with postal code and phone #
- Invoice date
- Husky purchase order and line item number
 - The purchase order formats recognized by Husky Accounts Payable Workflow System are: **8 4 0 0 # # # # #** (Please note that some legacy numbers exist: **4 5 0 0 # # # # #** and **8 5 0 0 # # # # #**)
- **NEW: If there is no Purchase Order, you must provide a Cost Object (e.g. AFE, Cost Centre, or Work Order), GL Account, and an Approver code (e.g. 2Zxxxxxx). Please ensure you obtain this information from the Husky representative placing the order.**
- Unique Vendor invoice number
- Husky contact name (where practical), title and telephone number
- Other substantiating documentation or information required by the contract
- Attach all supporting backup information such as service tickets and packing slips

How to Submit an Invoice

Husky's preferred method for processing invoices associated with Purchase Orders is using our automated process. If you are not signed up for our automated process please contact vendor.relations@huskyenergy.com for more information. Those vendors not automated at the present time there are three options for sending an invoice to Husky, with email being the preferred method of that list. Only one method should be used for any individual invoice submission. (The exception to these options is for invoices relating to Human Resources, Legal or Tax departments; please follow your Husky contact's guidelines for delivering these invoices.)

I. Emailing invoices to Husky (Non-Automated Vendors only):

1. All approval information must be on the invoice itself, no information is necessary in the body of the email and will **not** be read by this automated system.
2. Invoices must be in PDF format (Adobe Acrobat), one invoice per PDF (including backup). You can attach more than one PDF in an email to a maximum of 45 pdf files as long as total attachment size does not exceed 50 MB. The email address for invoices is automated so if the invoices are not in PDF, they fail to be scanned and processed.
3. The invoice should be the first page of the PDF, with any backup following.
4. Each PDF attachment to an email will be processed as a SINGLE invoice. The file should include the backup and be uniquely named with the invoice number.
5. If an invoice has a Purchase Order (PO), which begins with 8400 followed by six digits, it should be emailed to APIInvoice.PO@huskyenergy.com. Purchase orders always take precedence over approver codes, so if you have both on your invoice, please send to APIInvoice.PO@huskyenergy.com.
6. If an invoice does not have a PO, you must include a **Cost Object (e.g. AFE, Cost Centre, or Work Order), GL Account, and an Approver code (e.g. 2Zxxxxxx)**. Please email invoice to APIInvoice.NonPO@huskyenergy.com.

NOTE: Communication via email is not completely secure. The email and attached files can be intercepted, read or modified between the sender and intended recipient. Invoices and their backup documents that contain confidential information (such as credit card numbers) should not be submitted via email

II. Mailing to Husky

- All invoices should be sent to the following mail address in Calgary:

Husky Energy
Box 4490, Station D
Calgary, Alberta **T2P 3G7**
- All supporting backup for the invoice should be mailed with the invoice, not separately
- Invoices should be mailed separately, and not included with other mail that is sent to Husky

III. Courier to Husky

- All invoices should be sent to the following courier address:

Husky Energy
Attention: AP-Workflow

707 8th Avenue S.W.
Calgary, Alberta T2P 1H5

NOTE: Husky's preferred method for payment is through direct deposit. Please complete the [Supplier Direct Deposit Form](#) and return it along with a void cheque, bank deposit slip or a bank letter detailing your account information by email to scm.suppliermaintenance@huskyenergy.com.

How to Submit a Credit Invoice

Submission Requirements: Husky credit invoices should be in PDF format and contain the following information –

- 1) Original Invoice number
- 2) Original PO number
- 3) Cost object (ie. Cost center or AFE)
- 4) Name of Husky Representative

Supplier Type	Submission Method
Non-Automated Suppliers	credit.invoices@huskyenergy.com
Integrated Suppliers	credit.invoices@huskyenergy.com
Cortex Desktop Suppliers	Standard Cortex submission process, which can be accessed here. <ul style="list-style-type: none">• If the credit is unable to be processed using Cortex, submit to: credit.invoices@huskyenergy.com

Vendor Inquiries

If you require further details or have any inquiries regarding payments/statuses, credits and process issues, please contact Husky's vendor invoice inquiry line by going to <http://www.huskyenergy.com/businessopportunities/scmwebform.asp> to fill out a simple online form (alternatively you may email vendor.relations@huskyenergy.com or call (403) 750-5069. When inquiring via email please enter your company name into the subject line (omit "the") for easy identification.