

## Information on Invoices

The following information should appear on each invoice submitted to Husky:

- Name of vendor (legal company name), remit address with postal code
- Invoice date
- Unique vendor invoice number
- Husky purchase order and line item number, prominently displayed
- Description, price, and quantity of goods and/or services rendered
- For services:
  - A ticket summary containing the PO & line item number, ticket number, net amount, taxes and total amount
- For materials:
  - Itemized charges with sub-total, tax calculation/s, and grand total as applicable, and
  - Shipping and payment terms (unless mutually agreed that this information is only required in the contract)
- GST / HST Registration Number
- Husky contact name (where practical), title and telephone number
- Location – AFE, work order or cost centre number as applicable
- Other substantiating documentation or information required by the contract
- Attach supporting packing slips and service tickets

## Other Things to Know

- The procedure for submitting invoices to Husky does not change, however it is important to note that the fax number is different for PO invoices and Non PO invoices.
  - **Purchase Order** invoices  
[APinvoice.PO@huskyenergy.com](mailto:APinvoice.PO@huskyenergy.com)
  - **Non Purchase Order** invoices  
[APinvoice.NonPO@huskyenergy.com](mailto:APinvoice.NonPO@huskyenergy.com)
- Visit the Accounts Payable Process/Sending An Invoice section of our website for further details:  
[www.huskyenergy.ca/businessopportunities](http://www.huskyenergy.ca/businessopportunities)
- The service ticket can include a field estimate of the price. The actual price must appear on the service ticket that accompanies the invoice.
- The PO numbers assigned to the new PO process at Husky are:
  - 8400##### for Materials
  - 8500##### for Services
- The old PO numbers (starting with 4500#####) will also continue to be issued through the transition period

## Where to Get Assistance

- Visit our website:  
[www.huskyenergy.ca/businessopportunities](http://www.huskyenergy.ca/businessopportunities)
- Contact name on the Purchase Order or Email: [Calgary.MSM@huskyenergy.com](mailto:Calgary.MSM@huskyenergy.com)
- For information on the Accounts Payable process or payment of outstanding invoices phone: 403.750.5069 option 1 or email: [vendor.relations@huskyenergy.com](mailto:vendor.relations@huskyenergy.com)



# Husky Procurement Process

## A Reference Guide for Husky Vendors

April 2008

## About this Guide

Husky has implemented changes to its procurement system that utilizes Purchase Orders (PO's) for ordering, receiving and paying for goods and services. The system was implemented in a phased approach, business area by business area, starting in December 2006 and continuing through late 2007. The current non-PO invoice process using the Husky approver code continues to be an acceptable means of procuring materials and services at Husky. This guide provides information on what is required from vendors to facilitate the new process.

## How this Affects Vendors

1. Vendors will see an increased use of Purchase Orders and a decline in the use of non-PO invoices.
2. PO's will be electronically sent to vendors through either fax or email.
3. Husky requires that the information as follows, appear on the service tickets, packing slips and invoices.

## Information on Packing Slips

All materials delivered to Husky must be accompanied by a packing slip.

The packing slip should be signed by an authorized Husky representative and include the following information:

- Vendor name
- Packing slip number
- Waybill number, if applicable
- For each material delivered:
  - Material description
  - Quantity delivered
  - Unit of measure
  - Associated Husky purchase order & line item number
- Location – AFE, work order or cost centre number if provided by Husky
- Any supporting documentation as applicable

## Information on Service Tickets

A service ticket must be provided as services are performed against a PO for Husky. The service ticket must be signed by an authorized Husky representative and include the following information:

- Vendor Name in header of ticket
- Date on ticket
  - the date of service if the ticket is for one day, or
  - the date range of the service if the ticket is for more than one day
- Service ticket number (vendors internal unique number)
- Husky purchase order and line item number
- Description of job
- For each specific service performed:
  - Detailed description of service
  - Quantity
  - Unit of measure
  - Unit price
- Service location – AFE, work order or cost centre number as applicable. One location per ticket
- Husky approver code
- Total price
- Taxes