



## **Attention: Accounts Receivable for Husky Payables**

Below is an invoice checklist, invoice payment standards and information for submitting invoices. If you should have any questions regarding this information please contact Husky's supplier invoice inquiry line @ (403) 750-5069. DO NOT include invoices with other mail sent to Husky's other box numbers.

### **Invoice Checklist**

The following is a checklist of the items we require to be on each invoice. Please ensure your invoice contains the following:

- Name of supplier (legal company name), remit address with postal code
- Invoice date
- Husky purchase order and line item number
- Approver code if no purchase order
- Unique Supplier invoice number
- 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 and
  - Shipping and payment terms (unless mutually agreed that this information is only required in the contract)
- Tax Registration Number
- Husky contact name (where practical), title and telephone number
- Other substantiating documentation or information required by the contract
- Attach all supporting back-up information such as service tickets and packing slips

## Invoice Payment Standards

- The invoice date should be written out, spelling the month, where possible. Using a numeric format may cause delays in input and inaccurate information in our system.
- The Husky employee who places an order must provide you with a purchase order and or an approver code ensuring that this number is clearly printed on the invoice.
  - 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 # # # # #**)
  - The approver code format recognized by Husky Accounts Payable Workflow System is: **# Z # # # # # # # #**.

## Submitting Invoice

Husky's preferred method for invoicing is through automation. For those suppliers 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.)

### 1. Email

- All invoices should be sent to the following email address

#### **Non Purchase order invoices**

[APinvoice.NonPo@huskyenergy.com](mailto:APinvoice.NonPo@huskyenergy.com)

#### **Purchase order invoices**

[APinvoice.PO@huskyenergy.com](mailto:APinvoice.PO@huskyenergy.com)

- Only documents in the **Adobe Acrobat Portable Document (PDF)** format will be processed.
- The maximum email size that a Husky email account can receive is 50 MB. The supplier can attach a maximum of 45 PDF files to one email provided the total volume of attachments does not exceed the 50MB limit.
- ***Each attachment to an email will be processed as a SINGLE invoice and should be uniquely named with the invoice number.***
- The body of the email message will **NOT** be read by someone at Husky. Invoices inquires should be forwarded to the supplier relations email.
- 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

### 2. Mail Address

- All invoices should be sent to the following mail address in Calgary, not to other offices or locations:
  - Husky Energy
  - Box 4490, Station D
  - Calgary, Alberta **T2P 3G7**

### 3. Courier

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

Husky Energy  
**Attention: AP-Workflow**  
707 8<sup>th</sup> Avenue S.W.  
Calgary, Alberta **T2P 1H5**

### **Supplier Inquiries**

All payment inquiries should be made to **(403) 750-5069** or [vendor.relations@huskyenergy.com](mailto:vendor.relations@huskyenergy.com). The phone line is separated into alphabetic splits. Please choose the appropriate line according to the supplier name – omit the word “The” where necessary in a supplier name. When inquiring via email please enter your company name into the subject line for easy identification.