


Sample Services Purchase Order



Husky Oil Operations Limited
Purchase Order 8500000402
Page 1 of 1

Information		Contact		Requisitioner	
PO Date	2006.11.07	PO Contact		Field Rep	
Currency	CAD	Phone	403-298-8111	Payment Terms	Within 30 days Due net
Quotation	QUOTE #	Fax	403-298-7464		
Tracking No.	TRACKING #	Email	PO.Contact@huskyenergy.ca		
Delivery Date	2006.12.22				

Vendor Address VENDOR NAME STREET ADDRESS CITY A1A 1A1	Shipping Address Calgary Purchasing Husky Oil Operations Ltd.	Billing Address Husky Oil Operations Limited Box 4460, 3th D Calgary, Alberta T2P 3G7 Fax:(403)750-1850
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Item	Material/Description	Quantity	UM	Unit Price	Amount Excl. Tax	Tx Cdl	Tax	Amount Incl. Tax
10	REQUIRED SERVICE DETAILED SERVICE DESCRIPTION AFE Number: US-22374				100,000.00	16	GST 8,000.00	106,000.00
Total Excluding Tax CAD								100,000.00
Total GST								6,000.00
Total Including Tax CAD								106,000.00


Tax Code Legend
 16 - 8% GST

Vendor must include the purchase order number and PO item number on all correspondence with Husky specifically but not limited to: field/service tickets, packing slips, shipping documents and invoices. For e-mail, fax or mailing billing instructions please see "http://www.huskyenergy.ca/businessopportunities/" section: "Accounts Payable Process".
Vendor must break out each field/service ticket separately on the invoice indicating the service amount and applicable taxes. Each field/service ticket should be further separated by tax treatment.

1. Purchase Order Number
2. Requisitioner
3. Payment terms
4. Husky Contact
5. Location
6. Line Item #
7. Tax code
8. Description
9. AFE or Cost Centre or Work Order
10. Tax Code Legend
11. Vendor Instructions

- Legend**
1. Purchase Order Number – unique Husky purchase order number that authorizes this purchase request
 2. Requisitioner – Husky representative requesting the services from the vendor
 3. Payment terms – the terms and time period in which invoices against this PO will be paid
 4. Husky Contact - the authorized Husky representative the vendor may contact if required
 5. Shipping Address - Husky location/area where the service is to be performed
 6. Line Item # - each specific service is a separate line item on the PO with a number
 7. Tax code – Husky tax code for calculation of applicable taxes for service performed
 8. Description - detailed description of the service to be performed
 9. AFE or Cost Centre or Work Order - as provided to the vendor by the Husky representative
 10. Tax Code Legend - description of the taxes to be applied to the services performed
 11. Vendor Instructions - these instructions provide the vendor with information related to the purchase order and any requirements for submission of data

Sample Material Purchase Order

		Husky Oil Operations Limited Purchase Order 8400000094 Page 1 of 4																																																																
Information PO Date 2006.11.07 Currency CAD Quotation QUOTE # Delivery Date 2006.11.27		Contact PO Contact Phone 403-299-8111 Fax 403-299-7464 Email PO.Contact@huskyenergy.ca Delivery Free on board Terms FIELD SITE																																																																
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		Requisitioner Field Rep Payment Terms Payable in 2 partial amounts 1 installment: 85,000 % Within 30 days Due net 2 installment: 15,000 % Payable immediately Due net																																																																
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 2. Requisitioner – Husky representative requesting the materials from the vendor
 3. Payment terms - the terms and time period in which invoices against this PO will be paid
 4. Husky Contact - the authorized Husky representative the vendor may contact if required
 5. Shipping Address - the Husky location/area where the material is to be delivered
 6. Line Item #- each item ordered appears on a separate line and includes quantity, unit of measure, price per unit, taxes and total
 7. Tax Code – Husky tax code for calculation of applicable taxes for the material ordered
 8. Material Description - detailed description of the material ordered
 9. AFE or Cost Centre or Work Order - as provided to the vendor by the Husky representative
 10. Tax Code Legend - description of the taxes to be applied to the material
 11. Vendor Instructions - these instructions provide the vendor with information related to the purchase order and any requirements for submission of data