

Checking Invoice Payment Status Quick Reference Guide



Purpose

This document explains the steps for determining an invoice payment status and due date.

1. Locate **Payment Terms** on the purchase order (PO).
Select the *paperclip* icon in Cortex Workbench to open a PDF copy of the PO.

	PO #	Classification
<input type="checkbox"/>	8401216381	- All -
<input type="checkbox"/>	8401216381	Services

Note: The payment terms are also visible in the Husky–supplier contract document.

2. Locate the date the invoice was approved in Cortex.

	PO #	Doc #	Classification	Partner Code	Trading Partner	Last Updated	Created By	Status
	8401216381		- All -					- All -
	8401216381	CI18064060	Services	11025006	HUSKY Limited, Inc.	Fri 06/08	Julie Ross	Approved

3. Determine the payment date.

Supplier payment timing is driven by the contracted payment terms. The Husky payment term clock starts when the supplier invoice is successfully posted and approved against the supplier account within Husky's system.

For example:

PO#8401216381: Payment terms 90 days
 Invoice approved: February 1
 Payment date: May 2 (February 1 + 90 days)

Husky		Husky Oil Operations Limited	
		Purchase Order 8401216381	
		Page 1 of 3	
Information			
PO Date	OCT/25/2017	Contact	PSC IS Services
Validity	DEC/04/2017 to DEC/03/2020	Phone	403-298-6569
Currency	CAD Canadian Dollar	Email	Kyle.Maj@huskyenergy.com
		Delivery	Costs, insurance & freight
		Terms	Site
			Payment Terms within 90 days Due net

4. Review the weekly **Invoices approved for payment** report to confirm the payment date. You do not need to email or call Husky Vendor Relations for this information.

- The report displays the invoice reference number, invoice date, invoice received date, amount, and the due on date, which is the date the invoice will be paid.

Note: This report is not a payment remittance advice.

- If your company is set up in the Husky system for weekly payments, the payment will be released the Tuesday night following the due date.

For example: A payment due on Wednesday, May 2, 2018 will be released Tuesday evening, May 8, 2018. This is the due date, but it may vary due to unforeseen circumstances.

Invoices approved for payment as on 04/03/2018						
Invoice Reference Number	Invoice Date	Invoice Received Date	Amount in Document Currency	Document Currency	Due on	Payment Terms
CI18013487	01/10/2018	02/01/2018	15,844.26-	CAD	05/02/2018	5090

Where to Go for Help

- Email Husky Vendor Relations at Vendor.Relations@huskyenergy.com.
- Provide a clear description of the issue on the subject line. For example:
 - Invoice-Duplicate
 - Invoice-Incorrect Amount
 - Invoice-Past Due
 - Invoice-General Inquiry
 - Payment/Remittance Information
- Vendor number
- Invoice number
- PO number