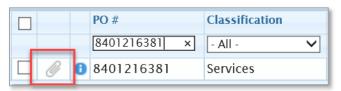
Checking Invoice Payment Status Quick Reference Guide



Purpose

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

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



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

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



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

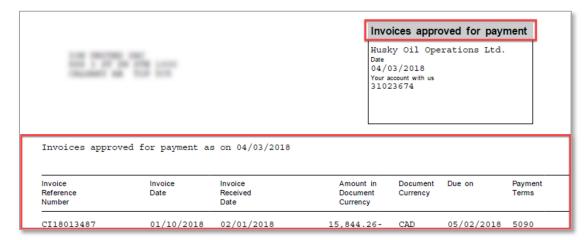
Payment date: May 2 (February 1 + 90 days)



- 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.

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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.



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