

Confirming Purchase Order Dates Quick Reference Guide



Purpose

This document explains the steps for ensuring field ticket reporting period dates, ticket details, and service period dates are within the purchase order (PO) validity start and end dates.

1. Why is the purchase order validity date period important?

If a field ticket or invoice is submitted with the reporting period, ticket details or service period dates outside the PO validity date range, it displays in Cortex Workbench as *received*. However, Husky receives it in *error status*. Due to the high volume of daily transactions, Husky is unable to immediately identify and reject tickets or invoices received in error status.

2. What are the steps to confirm dates are within the purchase order validity dates?

1. Locate the *Reporting Period* dates, *Ticket Details* and *Service Period* dates.

List Unit Cost	Net Unit Cost	Price Unit	Total Cost (excl. Tax)	Tax Exempt Code	Tax Amount	Service Period Start Date	Service Period End Date	Cost Object Type	Cost Object Val
\$16.50	\$16.50	1.00	\$405.08	Taxable	\$44.55	06/04/2018	06/04/2018	Cost Center	Multiple
\$7.75	\$7.75	1.00	\$190.26	Taxable	\$20.93	06/04/2018	06/04/2018	Cost Center	Multiple

2. Locate the *Validity* period on the PO.

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Information					
PO Date	DEC/08/2017	Contact	HOG Well Servicing	Requisitioner	Alex Murray
Validity	DEC/01/2017 to FEB/28/2018	Phone	403-298-6838	Payment Terms	Payable in 2 partial amounts
Currency	CAD Canadian Dollar	Fax	403-206-1172		1 installment: 94.000 %
Delivery Date	DEC/08/2017	Email	Vanessa.Neis@huskyenergy.com		within 90 days Due net
		Delivery Terms	Costs, insurance & freight		2 installment: 6.000 %
			Site		Payable immediately Due net

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3. Are the reporting period, ticket details and service period dates within the PO validity date period?

Yes – Proceed to submit your field ticket or invoice.

No – Contact the Husky procurement technician to confirm the PO number or to extend the validity date period on the PO.

The Husky procurement technician’s contact information can be found on the PO. Click the *paperclip* icon to download a PDF copy of the PO.

<input type="checkbox"/>	PO #	Classification
	8401230556	- All -
1 <input type="checkbox"/>	8401230556	Services

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Information PO Date: DEC/08/2017 Validity: DEC/01/2017 to FEB/28/2018 Currency: CAD Canadian Dollar Delivery Date: DEC/08/2017		Contact HOG Well Servicing Phone: 403-298-6838 Fax: 403-206-1172 Email: Vanessa.Neis@huskyenergy.com Delivery Terms: Costs, insurance & freight Site	
		Requisitioner Alex Murray Payment Terms Payable in 2 partial amounts 1 installment: 94.000 % within 90 days Due net 2 installment: 6.000 % Payable immediately Due net	

Frequently Asked Questions

Question	Answer
Why is my services PO greyed out and I am unable to select it in Cortex Workbench?	If the ticket date, the reporting period dates, and the service period dates are not within the PO validity period dates, the PO will be greyed out and you will not be able to select it.
I submitted a field ticket one week ago for a services PO and it is showing with status <i>received</i> . Is there a problem?	Yes. The field ticket is probably in error status due to incorrect dates. Contact Vendor.Relations@huskyenergy.com to get the ticket rejected. Enter <i>PO validity dates</i> in the email subject line.
The services were completed in the current year and my PO expired in the previous year. What should I do?	Contact the Husky procurement technician to work with the business unit to provide a new PO or an extension to the validity dates of the existing PO.