

# Confirming a Materials Purchase Order Quick Reference Guide



## Purpose

This document explains why it's important to confirm a materials purchase order (PO) in the Husky procure-to-pay process.

## What is a purchase order confirmation?

- A careful review of the PO that looks at quantities, prices, delivery, shipment, terms and conditions.
- A confirmation must be sent acknowledging the PO has been received and is correct.
- Confirmation must include acceptance (total or partial) of Husky's conditions stated in the PO.

## What is the timeframe for a purchase order confirmation?

- Husky requires all POs be confirmed within **24 business hours**.
- Once PO confirmation is received, and Husky accepts it, all parties are legally bound to the transaction terms.

## Why is a purchase order confirmation important?

Husky creates a goods receipt (G/R) field ticket for the supplier once goods are delivered and inspected. The G/R plus the PO and invoice complete Husky's three-way match process that is required before supplier payment is released.

- The PO confirmation:
  - eliminates mismatch between PO and invoices. The objective is to have all vendor invoices match Husky POs.
  - improves efficiency in G/R processing. The procure-to-pay process is more efficient and suppliers are paid more quickly.
  - reduces the time vendors and Husky spend resolving problems and sending proper documentation for unmatched invoices.

## Where to Go for Help

For PO discrepancies, contact the procurement administrator who created the PO. Contact information is on the PO.