

Field Ticket Lifecycle Quick Reference Guide



Purpose

This document explains the lifecycle of a field ticket.

What is a field ticket?

- A document to record the receipt of goods or services or to request technical and financial approval of services performed.
- The receiving part in Husky's three-way match process. The appropriate *purchase order (PO)* is referenced with the *Services* classification on the field ticket submission.
- Created by the supplier in Cortex Workbench or by Husky personnel.

Types of Field Tickets

Services Purchase Order

- Suppliers using Cortex Workbench create a field ticket by correctly entering invoicing information such as PO number, cost object coding, and approver code into the system for routing (financial approval).

Materials Purchase Order

- Husky personnel enter the goods receipts (G/R).

Service Entry Sheets (Non-Cortex)

- Husky's Procurement Service Centre creates service entry sheets (SES) manually from the invoice and sends it for financial approval.

Financial Approval

- The requestor/supervisor, based on business unit financial authority, receives the field ticket for approval.
- A field ticket with an *incorrect* approver code receives an error status. This results in a delay since Husky cannot immediately identify and reject a ticket in error status.
- Once approved, a field ticket acknowledgement is sent for reference.

Invoicing

- Suppliers enter invoices into Cortex after the field ticket (SES) is approved.
- The invoice must reference the field ticket.

Where to Go for Help

Vendor.Relations@huskyenergy.com