

How to Read a Materials Purchase Order Quick Reference Guide



Purpose

This document explains how to read a Husky materials purchase order (PO).

What is a materials purchase order?

The official confirmation of a materials order.

Purchase Order Category

The PO category displays in Cortex in the **Classification** field.

| Clear Filters | | View Archive | | Data is currently filtered. | |
|---------------|--------------------------|----------------------|----------------|-----------------------------|--|
| | | PO # | Classification | Partner Code | |
| | <input type="checkbox"/> | <input type="text"/> | Materials | <input type="text"/> | |
| 1 | <input type="checkbox"/> | 8401294803 | Materials | 11026605 | |
| 2 | <input type="checkbox"/> | 8401294279 | Materials | 11003192 | |
| 3 | <input type="checkbox"/> | 8401294570 | Materials | 11026605 | |

Information on a Materials Purchase Order

Husky Oil Operations Limited
Purchase Order 8401294570

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| | | |
|---|---|---|
| Information PO Date JUL/27/2018 Currency CAD Canadian Dollar Delivery Date AUG/03/2018 | Contact Phone Fax Email Delivery Terms | Payment Terms within 60 days Due net |
| Vendor Address [Redacted] | Shipping Address HUSKY OIL OPERATIONS LTD. CENTRAL WAREHOUSE HWY 16 EAST, #1 UPGRADER ROAD LLOYDMINSTER SK S9V 1M6 CANADA | Billing Address This purchase order has been sent via Husky's Automation partner. Any invoices relating to this purchase order therefore must be submitted to Husky via our Automation partner. |

1. **PO number:** Unique reference that matches shipments with purchases. A Husky PO number must be referenced in all communication with Husky, including, but not limited to, packing slips, shipping documents and invoices.
2. **Delivery date:** Date materials are expected on site. Husky must be notified if this date cannot be met.
3. **Contact information:** For the Husky procurement administrator.
4. **Payment terms:** Indicate the number of days when the supplier will be paid. Husky payment term period begins the day an acceptable invoice is received.
5. **Shipping address:** Where goods will be delivered.

| Item | Description | Quantity | UM | Unit Price | Amount Excl. Tax | Tx Cd | Tax | Amount Incl. Tax |
|------|---|----------|----|------------|------------------|-------|-----|------------------|
| 10 | 06100012 INSULATION, PIPE, TYPE: THERMAL, PIPE SIZE: 2IN, LENGTH: 36IN, THICKNESS: 1-1/2IN, MATERIAL: MINERAL WOOL, ADDITIONAL DETAILS: MOLDE D 1/2 SECTION, PURCHASING NOTES: ALTERNATE PART NO: 0701617, MANUFACTURER NAME: ROXUL, MANUFACTURER PART NUMBER: PROROX SL 960-2-1-1 /2-36 Please reference contract M021052015 & item 00070 | | | | | | | |
| 20 | 06100021 INSULATION, PIPE, TYPE: THERMAL, PIPE SIZE: 5IN, LENGTH: 36IN, THICKNESS: 1-1/2IN, MATERIAL: MINERAL WOOL, ADDITIONAL DETAILS: MOLDE D 1/2 SECTION, PURCHASING NOTES: ALTERNATE PART NO: 0701632, QUANTITY: 6M/CT, MANUFACTURER NAME: ROXUL, MANUFACTURER PART NUMBER: PR OROX PS 960-5-1-1/2-36 Please reference contract M021052015 & item 00160 | | | | | | | |

6. **Description:** Description of requested goods.
7. **Quantity:** Quantity of requested materials/services.
8. **UM:** Unit of measure that reflects how the product is sold.
9. **Unit price:** Agreed price for materials.
10. **Important note:** Specific requirements such as PO acknowledgement, provincial sales tax exemption, and shipping requirements are communicated to the supplier on this section.

Where to Go for Help

Vendor.Relations@huskyenergy.com