

How to Read a Services Purchase Order Quick Reference Guide



Purpose

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

What is a services purchase order?

The official confirmation of a services order.

Purchase Order Category


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

Clear Filters		View Archive	Data is currently filtered.				Purchase Order
		PO #	Classification	Partner Code	Trading Partner	Last Updated	
			Services				
1		8401297171	Services	11000027	HUSKY OIL MARKETING COMPANY	Thu 08:09 AM	
2		8401257660	Services	11000027	HUSKY OIL MARKETING COMPANY	Tue 01:57 PM	
3		8401256559	Services	11000027	HUSKY OIL MARKETING COMPANY	Tue 01:56 PM	
4		8401295988	Services	11000027	HUSKY OIL MARKETING COMPANY	Fri 08/03	

Information on a Services Purchase Order

Information PO Date JUL/26/2017 Validity JUL/15/2017 to SEP/30/2017 Currency CAD Canadian Dollar Delivery Date JUL/25/2017	Contact Phone Fax Email Delivery Terms	Requisitioner Adam McIntyre Payment Terms within 90 days Due net
Vendor Address 	Shipping Address RUSH LAKE Q2 25C15-3-7C5-3-48-21W3 Nearest Town: Lloydminster 707 8th Avenue SW CALGARY AB T2P 1H5 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:** Must be referenced in all communication with Husky, including, but not limited to, field/service tickets, shipping documents and invoices.
2. **Validity:** The start and end dates are used for the invoicing plan. If the PO indicates the date range, submit the field tickets within the date range. Otherwise, the tickets are rejected and the approval process is delayed.
3. **Contact information:** For the Husky procurement administrator.
4. **Payment terms:** Husky payment term period begins the day an acceptable invoice is received.
5. **Shipping address:** Where the services will be delivered.

		Husky Oil Operations Limited Purchase Order 8401192702 Page 1 of 2						
Item	Description	Quantity	UM	Unit Price	Amount Excl. Tax	Tx Cd	Tax	Amount Incl. Tax
10	Casing Running Tools "Superintendent: Adam McIntvre Approver Code: ██████████ Cost Object: ██████████ Husky Field Supervisor will call to confirm specifications & arrange for delivery. Also vendors and suppliers using Cortex need to submit tickets with the Approved/Received in Cortex option." *** Item partially delivered *** *** PO item closed *** Please reference contract ██████████	1	PU			BB		

6. **Description:** Description of requested services.
 - For early-coded POs, the coding information and contract number is provided in this section. The cost object information is passed to Cortex and entered on the field ticket.
 - A PO is late-coded if the cost object information is not known when the PO is created. The supplier must get the coding information from the Husky representative who placed the order and manually enter it into the field ticket. This only applies to service POs.
7. **Tax code:** Based on the Husky asset and province for which the service/material is being procured.
8. **Important note:** Specific requirements such as provincial sales tax exemption, Section 29 holdback, quality assurance, ISO, brokerage, delivery instructions, and Surface Equipment Information Management (SEIM).

Where to Go for Help

Vendor.Relations@huskyenergy.com