

Procure-to-Pay Process Overview

Quick Reference Guide

Purpose

This document provides a high-level overview of Husky's procure-to-pay process.

Procure-to-Pay Process



Request – Purchase Requisition

- Husky's internal document instructing the procurement administrator to procure a specific quantity of materials or services to be delivered or completed on a specific date.
- Created by a Husky representative.
- Purchase requisitions over \$1,000 must have a purchase order (PO) unless the request is on the exception list or is from a non-Cortex supplier.

Purchase – Purchase Orders

- Husky's purchasing solution.
- Created after the purchase requisition is approved.
- Most common types:
 - **Services Purchase Orders** – used to procure services; based on dollar amount.
 - **Materials Purchase Orders** – used to procure materials; based on quantities.
- When a Husky business unit approves the PO's financial amount, suppliers receive a copy to review and confirm.
- Husky suppliers are required to:
 - have an approved PO before beginning work or delivering goods.
 - acknowledge materials POs. Do not fill the PO if it is incorrect or incomplete. Contact the Husky procurement representative.

Receive – Field Tickets

Services Purchase Orders

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

Materials Purchase Orders

- Husky personnel enter the goods receipt (G/R). Husky receives the material and verifies quality and quantity.

Service Entry Sheets (Non-Cortex)

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

Invoice

The three options for suppliers to submit invoices are:

1. **Cortex System:** Electronic invoicing solution.
2. **Husky Accounts Payable PO.** All invoices must include the Husky PO number or payments will be delayed.
3. **Husky Accounts Payable NonPO.** All invoices must include the Husky approver name, approver code and cost object (e.g., cost centre, work order number, network, etc.).

Suppliers are required to:

- Submit all invoices no later than 180 days after job completion.
- Follow Husky invoice requirements.
- Ensure invoices are submitted according to the instructions on the PO.
Note: Do not mail, email or fax additional copies of an invoice or payment will be delayed.

Pay

Husky payment terms begin the date an acceptable invoice is received. Payment options are:

- Electronic funds transfer (EFT)
- Wire transfer
- Cheque
- Credit card; contact your Husky procurement representative to determine if you are eligible for this option

Where to Go for Help

Vendor.Relations@huskyenergy.com