

Purchase Orders

Frequently Asked Questions

When should I contact the Husky procurement technician?

- If the wrong contract is linked to the purchase order (PO) or the contract is not linked to the PO correctly.
- If the PO is expired (greyed out for selection).
- If the taxes on the PO are incorrect.
- If the PO information is incorrect or questionable.

Why can't I see the purchase order in Cortex Workbench?

- Confirm the *Ticket* date and *Reporting Period* dates are correctly referencing the service dates, and the service dates are within the PO *Validity* dates.
- Ensure you are looking for the PO under the correct trading partner code.
- The PO may not have been sent by Husky. Contact your Husky representative to transmit it.
- View your *Archives* to see if you accidentally archived the PO from your folder.

In what status does the purchase order arrive in Cortex Workbench?

- The PO is in *New* or *Changed* status unless it has been completed or cancelled in Husky's system. In that case, the status displays as *Complete* or *Deleted*.

Note: To view revisions of the PO, open the **Document History** tab.

How can I view a PDF copy of the purchase order in Cortex Workbench?

There are two ways.

1. From the PO folder, click the *paperclip* icon beside the PO.

		Clear Filters	View Archive	Data is currently filtered.			Purchase Ord
	<input type="checkbox"/>	PO #	Classification	Partner Code	Trading Partner	Last Updated	
		<input type="text"/>	Services	<input type="text"/>	<input type="text"/>		
61	<input type="checkbox"/>	8401192702	Services	11003825	Husky Oil Operations Limited	11/27/2017	
62	<input type="checkbox"/>	8401148691	Services	11003825	Husky Oil Operations Limited	11/07/2017	
63	<input type="checkbox"/>	8401149308	Services	11003825	Husky Oil Operations Limited	11/06/2017	

2. Double click the PO to open the full screen view. In the **Details** section, click the link to the PDF in the **Attachment** field.

Details	Attachment (1)
Summary <input type="text"/>	ATTFILE_HUSKY_PO_8401225836_20180122_033219.pdf

How do I know the purchase order is connected to a rate validated agreement?

- A rate validated PO has a contract number in the **Contract #** field.

Note: To view the Contract # field, double click the PO.


PO #	PO Line #	Contract #	Contract Line #	Buyer Service Code
8401238586	10	M036532017	10	11031843
8401238586	10	M036532017	10	11031930
8401238586	10	M036532017	10	11031833

Can a non-rate validated purchase order be turned into a rate validated purchase order?

- If there is a rate schedule available for a non-rate validated PO, and the short-text description of the field ticket matches the non-rate validated agreement description, the Husky system will assume it is rate validated and you will get a rate validation rejection.
- Ensure the description on your field ticket describes the work being done and does not match the rate schedule description.

Where can I view the payment terms?

- On the original Husky PDF copy of the PO.

		Husky Oil Operations Limited Purchase Order 8401225793 <small>Page 1 of 4</small>	
Information		Requisitioner Gokul P	
PO Date DEC/29/2017	Contact	Payment Terms within 90 days Due net	
Currency CAD Canadian Dollar	Phone		
Delivery Date DEC/26/2017	Fax		
	Email		
Vendor Address	Shipping Address	Billing Address	
	Husky Oil Operations Ltd. Calgary Purchasing 707 8th Avenue SW Calgary AB T2P 1H5	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.	