

# 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.

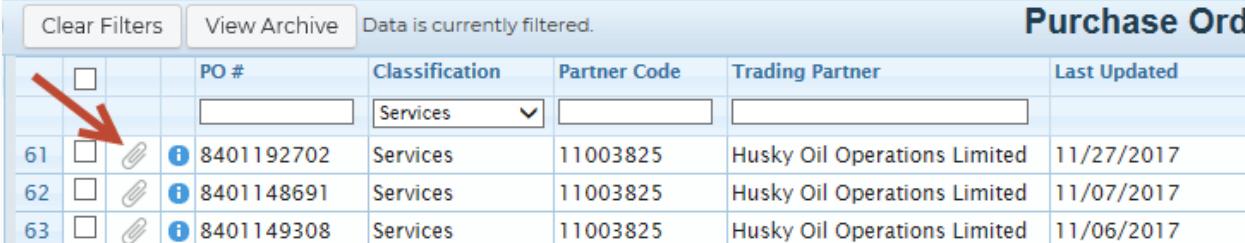
## Purchase Orders Frequently Asked Questions

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

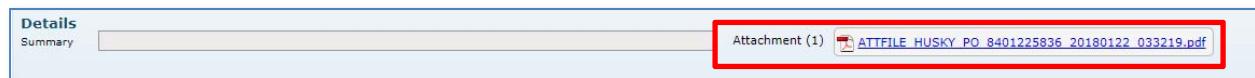
There are two ways.

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



	<input type="checkbox"/>	PO #	Classification	Partner Code	Trading Partner	Last Updated
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

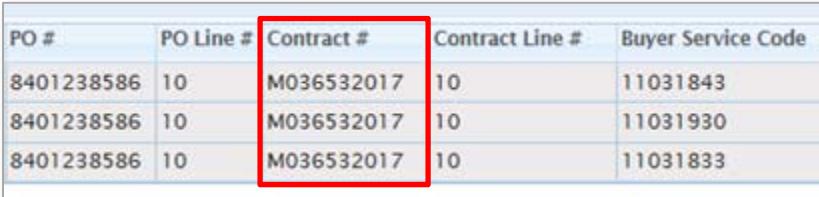
2. Double click the PO to open the full screen view. In the **Details** section, click the link to the PDF in the **Attachment** field.



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