

Rate Validated Contracts Quick Reference Guide

REQUEST PURCHASE RECEIVE INVOICE PAY

Purpose

This document explains how to determine if the rate schedule in the purchase order (PO) contract is rate validated and how to avoid rejections related to rate validation.

1. What is a rate schedule?

A *rate schedule* is a set pricing schedule agreed upon by your company and Husky. When Husky sends a PO that references a specific outline agreement, you must determine if the agreement is rate validated prior to entering the field ticket in Cortex Workbench.

2. How to reference a rate schedule

The screenshot shows the Cortex Workbench help interface. On the left is a navigation tree with 'Supplier Invoicing Guide' and 'Rate Schedules' highlighted. The main content area is titled 'Using Rate Schedules to Apply Pricing to Your Documents'. It contains text explaining that rate schedules can be applied to documents and that a 'Reference Document' button is used to select a rate schedule. A 'Reference Document Type Selection' dialog box is shown with 'Rate Schedule' selected. A callout bubble points to the 'Rate Schedule' option in the dialog box with the text 'Select the Document Type.'

Select the rate schedule from the *Reference Document*. Use the *Help* feature in Cortex Workbench for more information on how to select rate schedules.

3. How to determine if a contract is rate validated

Open the contract under **Rate Schedule** in Cortex Workbench.

A contract with a *rate validated* schedule will have several items listed in the **Group** field with specific descriptions in the **Description** field. You must select these predetermined lines from the rate schedule in Cortex Workbench. *You cannot enter your own information in the line items.* They must be selected from the rate schedule.

Rate Schedule											
Contract Number		M035362016		Title		Version		Supplier Service Cod		G/L Account	
Vendor Code		11001558		Buyer DUNS#		251064861		Currency		CAD	
Supplier Name		Husky Oil Operations Limited		Buyer Name		Husky Oil Operations Limited		End Date		11/30/2019	
Contract Date		11/15/2016		Start Date		12/01/2016					
Group	Line Id	Description	UOM	List Price	Start Date	End Date	Price Unit	Commodity Code	Supplier Service Cod	G/L Account	Buyer Service
10	1	TRUCK, VACUUM,HR,REG,EQOF,TANDEM,COMBO	HUR		12/01/2...	12/31/9...	1.00		COMBO TDM AXL...		11029645
10	2	TRUCK, VACUUM,HR,ETT,EQOF,TANDEM,COMBO	HUR		12/01/2...	12/31/9...	1.00		COMBO TDM AXL...		11029646
10	3	LABOURER REG HR	HUR		12/01/2...	12/31/9...	1.00		EXTRA PERSON		11001754
10	4	DEGREASER ,L,AL,MISC	LTR		12/01/2...	12/31/9...	1.00		CHEM DEGREASER		11019681
10	5	SUGAR,KG,AL	KGM		12/01/2...	12/31/9...	1.00		CHEM SUGAR		11029679

A *non-rate validated* rate schedule will have only one line item with the same **Group** and **Description**.

Rate Schedule											
Contract Number		M008232014		Title		Version		Supplier Service Cod		G/L Account	
Vendor Code		11012846		Buyer DUNS#		251064861		Currency		CAD	
Supplier Name		Husky Oil Operations Limited		Buyer Name		Husky Oil Operations Limited		End Date		04/30/2017	
Contract Date		06/26/2014		Start Date		04/15/2014					
Group	Line Id	Description	UOM	List Price	Start Date	End Date	Price Unit	Commodity Code	Supplier Service Cod	G/L Account	Buyer Service
10	1	Downstream Waste Bin Services	EA		04/15/2...	12/31/9...	1.00				

Contact Vendor.Relations@huskyenergy.com if you are not sure your contract has been rate validated.

4. How to avoid non-rate validated rejections

To prevent automated rejections for non-rate validated POs, change the short-text description in the **Description** field so it does not match the description in the **Comments** field of the outline agreement.

Comments	
18-05-2018 3:50:27 PM - 03-01-2018 3:48:59 PM - Field Ticket line 10 Electrical Materials - Western Canada	
Price/Unit 15.7200 EA is not valid price for OA M032762015 line 10	
Non-rate validated field ticket rejection message	

Rate Schedule											
Contract Number		M032762015		Title		Version		Supplier Service Cod		G/L Account	
Vendor Code		11011741		Buyer DUNS#		251064861		Currency		CAD	
Supplier Name		Husky Oil Operations Limited		Buyer Name		Husky Oil Operations Limited		End Date			
Contract Date		11/23/2015		Start Date		11/23/2015					
Group	Line Id	Description	UOM	List Price	Start Date	End Date	Price Unit	Commodity Code	Supplier Service Cod	G/L Account	Buyer Service
10	1	Electrical Materials - Western Canada	EA		11/23/2...	12/31/9...					

5. How to review the contract validity dates

Ensure the *validity dates* are valid on the contract and have not expired.

1. To verify the dates, click the *paperclip* icon to search for your agreement in Cortex Workbench.

<input type="checkbox"/>	PO #	Doc #	Doc Type	Classification
<input type="checkbox"/>		M008232014	- All -	- All -
<input type="checkbox"/>		M008232014	Rate Schedule	Services

2. The validity date period displays in the **Information** section. If the validity dates are not valid, you must contact the Husky contract owner. Click the *paperclip* icon in Cortex Workbench to locate contract owner information.

Information	
Agreement Date	JUN/26/2014
Validity	APR/15/2014 to APR/30/2017
Currency	CAD Canadian Dollar

6. Who to contact for contract rate inquiries and validity dates

Contact the contract owner for rate inquiries and validity dates only. For all rate validation field ticket rejection inquiries, contact Vendor.Relations@huskyenergy.com.

1. Click the *paperclip* icon in Cortex Workbench to locate contract owner information. This will open a PDF copy of the contract.

<input type="checkbox"/>	PO #	Doc #	Doc Type	Classification
<input type="checkbox"/>		M008232014	- All -	- All -
<input type="checkbox"/>		M008232014	Rate Schedule	Services

2. The contract owner's contact information displays in the **Information** section.

Information	
Agreement Date	JUN/26/2014
Validity	APR/15/2014 to APR/30/2017
Currency	CAD Canadian Dollar
Buyer	Wyatt Then
Phone	
Fax	
Email	
Delivery Terms	Costs, insurance & freight Site
Pricing as of	MAY/03/2018
Payment Terms	within 30 days Due net

Frequently Asked Questions

Question	Answer
What if my contract does not show the rates I'm looking for?	Contact the contract owner directly to advise on contract items and rates. Click the <i>paperclip</i> icon in Cortex Workbench to locate contract owner information.
I don't know how to enter a field ticket for a PO that is rate validated. Who do I contact?	Ensure you have reviewed the Cortex Workbench training, which provides steps on entering a field ticket that is rate validated. The training can be found in the <i>Help</i> section on Cortex Workbench. If you are still unsure, contact Support@Cortex.net .