

# Submitting a Request to Onboard with Cortex Workbench for Husky Quick Reference Guide



## Purpose

This document explains how a supplier can submit a request to onboard with Cortex Workbench for Husky.

## 1. What is Cortex Workbench?

An automated solution that facilitates the electronic transmission of documents to and from the supplier Cortex Workbench account. Cortex Workbench is used to electronically match purchase orders, field tickets and invoices.

## 2. What is the process to submit an onboarding request?

- To submit a request, the supplier must be an approved supplier who has an existing relationship with Husky.
- If supplier has an existing contract with Cortex Workbench and is using it to transact with other trading partners, submit a request via the Cortex Workbench application.
  - Click the **Network** tab in Cortex Workbench to submit the request.
  - Husky will review the request and send approval to Cortex.
  - Cortex will set the supplier up in Cortex for Husky.
- If supplier has an existing relationship with Husky but is not using Cortex Workbench, contact Cortex directly to onboard.
  - Suppliers must send their Husky vendor number to Cortex Workbench to initiate the onboarding process.

## Where to Go for Help

[Support@Cortex.net](mailto:Support@Cortex.net) or (866) 716-6272.