

Supplier Field Ticket / Invoice Process for Cortex Workbench Quick Reference Guide


Purpose

This document explains the process and provides guidelines for using Cortex Workbench to create and submit a field ticket and invoice to Husky. It also explains how to correct errors in common field ticket rejections.

1. Create a field ticket

Note: Field tickets are only created for service purchase orders (POs). For material POs, suppliers need to submit an invoice only (see Step 3 – *Create and Submit Invoice*).

1. Supplier receives a PO from Husky in their Cortex Workbench PO folder. A field ticket cannot be created without a PO.
2. Check the PO header to ensure it is correct. If unsure, check with your Husky contact.
3. Check the *Validity* dates to ensure the validity date is based on when the work was performed or the activity was completed. If a blanket PO is received from Husky, ensure the validity end date has not expired. If expired, contact your Husky field representative for PO confirmation or an updated PO.

 Husky		Husky Oil Operations Limited Purchase Order 8401230556	
Information		Page 1 of 3	
PO Date	DEC/08/2017	Contact	HOG Well Servicing
Validity	DEC/01/2017 to FEB/28/2018	Phone	403-298-6838
Currency	CAD - Canadian Dollar	Fax	403-206-1172
Delivery Date	DEC/08/2017	Email	Vanessa.Neis@huskyenergy.com
		Delivery	Costs, insurance & freight
		Terms	Site
		Requisitioner	Alex Murray
		Payment Terms	Payable in 2 partial amounts
			1 installment: 94.000 %
			within 90 days Due net
			2 installment: 6.000 %
			Payable immediately Due net

4. Create the field ticket by accurately entering all relevant information (i.e., labour, materials used, hours of work and hourly rates).
5. To prevent common field ticket rejections, carefully follow these guidelines:
 - Ensure the date on the field ticket that services were provided falls within the PO *Validity* start and end dates.
Note: Service dates must be entered into both the **Ticket Date** and the **Reporting Period** fields. *Do not* use the invoice date if it's different from the actual service dates.
 - The field ticket number must be unique. If a field ticket is submitted with a number already used and accepted in the past, it will be rejected by Husky as a duplicate.


- The field ticket must reference the Husky PO number. The PO number is found on the first page or on the Husky-approved stamp located on the field ticket. It is to be addressed to the Husky entity listed on the PO. This is usually Husky Oil Operations Limited.
- Enter information *into* the Cortex Workbench system accurately. *Keying errors are the main cause of rejections.*
- All values entered must be positive. Create a separate credit invoice if you need to credit Husky. Field tickets with negative values will be rejected.
- Enter service descriptions and rates. This would be equipment used, service performed, labour charge etc.

Description	Quantity	UOM	List Unit Cost
ELECTRICIAN,HR,OT01 ...	5.50	HUR — hour	\$77.81
TRUCK SERVICE W/ TO...	5.50	HUR — hour	\$20.50

- If the PO is referencing a rate validated contract, be sure to use the rate schedule found in the Cortex Workbench Rate Schedules folder. Use the rate schedule to enter services and rates into the field ticket and ensure the services and rates on the field ticket match those of the contract.

Note: If your contract has more than one line item, ensure you select rates from the line attached to the PO you are entering to. If you have a charge that's on your invoice, but not in the rate schedule, contact your Husky contract representative or Vendor.Relations@huskyenergy.com for further assistance.

- It is mandatory to enter a *Cost Object Type* for each line item on the ticket. Some POs are early coded, meaning they have the cost object type already assigned in Cortex and therefore entered in the field ticket. It cannot be changed. If you have questions, or are provided a different code on your invoice, contact the Husky representative that placed the order or requested the service.

Cost Object Type	Cost Object Value	G/L Account
Cost Center	 Multiple	6050004

- In the Cortex field ticket, enter the appropriate cost object in the **Cost Object Type** field, applying the correct format. For example, authorization for expenditure (AFE)/work breakdown structure (WBS) element, network, work order, cost centre, etc. Make sure to select the work order number for work orders and cost centre for cost centres.

Note: Common field ticket rejections are due to entering the wrong cost object into the wrong field or entering it incorrectly with missing numbers or letters.

- If splitting charges to multiple cost objects by percentage, ensure the percent total equals 100 percent *exactly*.

Cost Object Type	Split Percent	Cost Object Value	G/L Account
Cost Center	100	10014028	6030009

Husky structure for cost objects

Cost Object	Formatting	Example
Cost Centre (Sunrise)	1 alpha (Z) + 6 digits	Z _ _ _ _ _ _ Sunrise cost centres start with Z and are 7 characters in the form of Z plus 6-digit number
Cost Centre (all other areas except Sunrise)	Any number up to 10 digits	_ _ _ _ _ _ _ _ _ _
AFE/WBS	10 alpha-numeric characters (ensure no spaces are used; letters/numbers/dashes only)	CP - _ _ _ _ _ - _ _ Corporate MS - _ _ _ _ _ - _ _ Midstream RP - _ _ _ _ _ - _ _ Refined Products MP - _ _ _ _ _ - _ _ Major Projects IT - _ _ _ _ _ - _ _ IT
AFE Other up to 24 characters	(ensure no spaces are used; letters/numbers/dashes only)	US- _ _ _ _ _ - _ _ - _ _ - _ _ - _ _ Number of characters will depend on the length of the project
Work Order (Downstream/Retail)	1 alpha (R) + 7 digits	R_ _ _ _ _ _ _ (R+7-digit number)
Work Order - Other up to 12 digits (all other areas)	Can be any number up to 12 digits; typically 4 to 8 numbers	Work orders can start with 80 or 81 and some can start with 6 or 5
Network Order	8 digits	7 _ _ _ _ _ _ _ Network should always be coded together with the 4-digit activity number
Network Activity	4 digits	_ _ _ _

- Enter the *Approver Code*. If the field ticket is sent to a field approver, select the appropriate person from the drop-down menu.

The screenshot shows a light blue rectangular box containing two input fields. The top field is labeled 'Field Approver' and has a search icon on its right side. The bottom field is labeled 'Approver Code' and has a yellow highlight behind it.

- The Husky approver code structure is the prefix, based on the Husky entity the service or product is for, followed by the approver number. For example, if your PO indicates Husky Oil Operations Limited (see below) and your approver has provided 2001234 as their approver number, the approver code would be entered as 2Z-2001234

Note: You can enter with or without the dash. Ensure there are no spaces before or after. Any preceding zeros are not required to be entered.

Prefix	Associated Company Name
2Z	Husky Oil Operations Limited
4Z	Husky White Rose Div of HOLP
9Z	Husky Downstream Partnership (HOMC)
29Z	Husky Midstream Partnership
66Z	Oil Sand Operator (Sunrise)
88Z	HLU Div of HTNP
111Z	Midstream Pipeline Operations

2. Submit the field ticket for services to Husky for approval

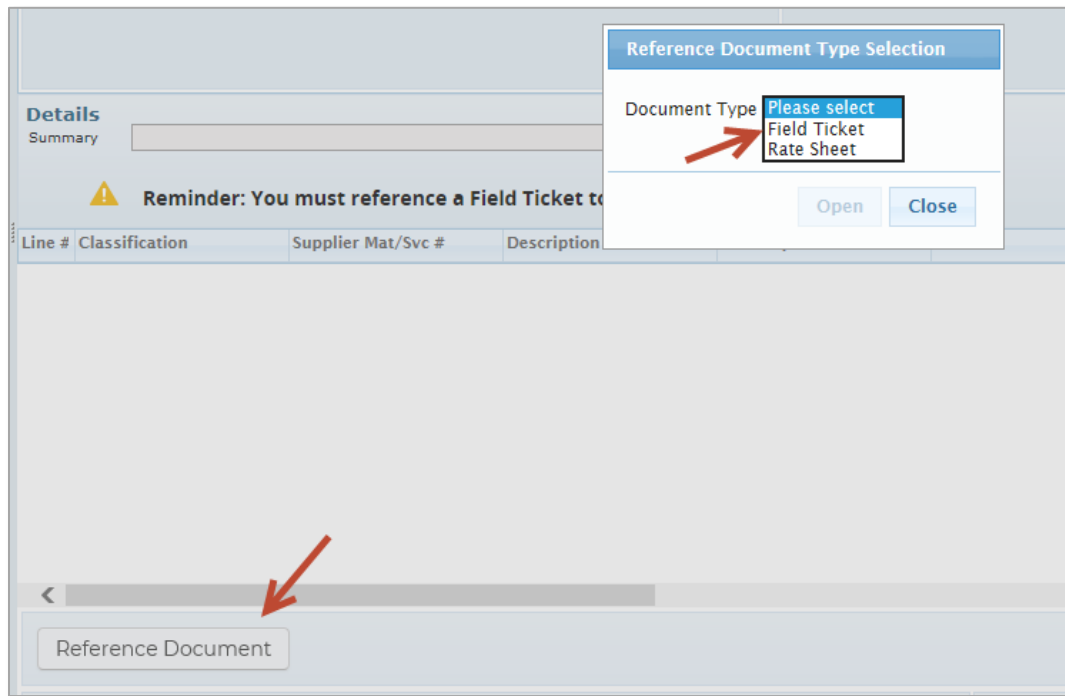
- When the submitted field ticket is being reviewed in Husky’s procurement system, a new field ticket document with *InReview* status displays in the Cortex Workbench field tickets folder. This means the field ticket requires review and action by a Husky procurement technician. Wait for further acknowledgement. *Do not* resubmit the ticket. If you have questions, or if the ticket sits in this status for longer than a week, contact the procurement technician listed on the PO.
- If you receive a *Rejected* field ticket status:
 1. View the rejection message in the **Comments** field of the field ticket or open the **Document History** tab and click **View** beside the rejected line.
Note: If the rejection was automatically done via the automated system checks, no Husky person sees this and there will not be additional comments.
 2. Correct the field ticket as required (refer to Step 5 under *Create a field ticket*, page 1).
 3. Reattach the supporting attachment(s), if required.
 4. Resubmit the field ticket.
 5. A new field ticket document with *Resubmitted* status appears in the Cortex Workbench field ticket folder.

- When the field ticket is approved by a field approver, a new field ticket document with *Approver Received* status appears in the Cortex Workbench field ticket folder. The ticket still requires final approval from Husky’s procurement system.
- When the field ticket is approved directly by *Husky’s procurement system*, a new field ticket document with *InReview* status appears in the Cortex Workbench field tickets folder. Once the *Approved* status is received, an invoice can be created.

3. Create and submit an invoice

- Reference the approved field ticket in the invoice.

Note: There is no field ticket for a materials PO. When you select **Reference Document** to create your invoice, you will still select the field ticket option as the *Reference Document Type*, but you will select **Materials Receipt/Goods Receipt**.



Document Type: Field Ticket


<input type="checkbox"/>	Document #	PO#	Classification
<input type="checkbox"/>			- All -
<input type="checkbox"/>	2WB000066ST	8401144217	Services
<input type="checkbox"/>	50020030182097	51190STEP2	Materials
<input type="checkbox"/>	50021862452017	8401149055	Materials

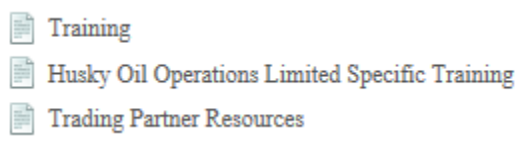
- Multiple field tickets can be referenced in one invoice; however, they must all be from the same PO and the invoice cannot exceed 333 lines.
- Submit invoice in Cortex Workbench.

- Credit invoices can be submitted through Cortex. A copy of the credit invoice must be attached in PDF format and indicate the:
 - original invoice number.
 - original PO number.
 - cost object (i.e. cost centre, AFE or work order).
 - name of Husky representative.

Note: Alternatively, a credit note can be sent to Credit.Invoices@huskyenergy.com with the same information indicated above.

Where to Go for Help

- Vendor.Relations@huskyenergy.com or (403) 750-5069 for questions about Husky information, rejection messages and invoice approvals.
- Your Husky procurement technician for questions about the Husky PO (email address is listed on the PO).
- Support@Cortex.net or (866) 716-6272; this is the best option for questions about your Cortex account or to request Cortex reports.
- <http://www.cortex.net/customer-support/> for Cortex training videos and documents.
- In Cortex Workbench click  .



- Select *Training* for Workbench supplier generic training.
- Select *Husky Oil Operations Limited Specific Training* for training sessions, webinars, and presentations offered for services and materials.
- Select *Trading Partner Resources* and click *Husky Oil Operations Limited* drop-down menu in the trading partner list to access Husky training documentation for viewing and/or printing.
- There is also a *Walk-Me-Through* option on the bottom right. This can be activated from the *Cortex Help Widget*.