Supplier Non-Automated Invoice Submission Quick Reference Guide

Purpose

This document explains the process and provides guidelines and standards for supplier non-automated invoicing to Husky for all sourcing methods. This includes purchase orders (POs) not submitted through Cortex, non-purchase orders (non-POs), and Husky Procurement Cards (P-Card).

Invoice Checklist

Ensure every invoice submitted to Husky contains the following mandatory information:

- Supplier name (legal company name)
- Sold to: *Husky Oil Operations Limited* for Canadian suppliers
- Remit address with postal code and phone number
- Invoice date
- Husky PO and line-item number
- **For non-PO invoices:**
    - Husky approver code
    - General ledger (GL) account number
    - Husky cost object
        - Work order number or
        - Cost centre number or
        - Approval for expenditure (AFE) number or
        - Work breakdown structure (WBS) element number
    - PDF copy of the invoice
- Unique supplier invoice number
- GST and/or PST number
- **For service invoices:**
    - Ticket summary containing PO number, line-item number, ticket number, net amount, taxes and total amount
    - Tax registration number
- **For material invoices:**
    - Itemized charges with sub-total, tax calculation and grand total
    - Shipping and payment terms unless mutually agreed that this information is only required in the contract
    - Tax registration number
    - Husky contact name (where practical), title and telephone number
    - Other substantiating documentation or information required by the contract
    - Attach all supporting backup information such as service tickets and packing slips

Invoice Standards

- Spell out the invoice date (e.g., July 2, 2018). Using a numeric format can cause delays in input and inaccurate information in the Husky system.
- Do not use spaces, dashes or slashes in the invoice number.
- Clearly print the approver code number on the invoice. The Husky employee who places the order provides the PO number and approver code.
- PO format: **8 4 0 1** # # # # # # *Note: Some legacy numbers exist: 4 5 0 0 # # # # # # and 8 5 0 0 # # # # # #*
- Approver code format: # **Z** # # # # # # # #
- If payment is past the due date, provide specific invoice and PO numbers to Husky at Vendor.Relations@huskyenergy.com.
- Do not submit supplier statements.

Submitting an Invoice

Husky's preferred invoicing method is through Cortex Workbench. For suppliers who are not automated, email or courier invoices to the addresses below. *Note:* There are exceptions for human resources, legal and tax invoices. Refer to your Husky contract for guidelines.

Email to Husky

1. All approval information **must** be on the invoice. Do not include any information in the email body or subject line.
2. Invoices must be in PDF format, one invoice per PDF including backup. The email address for invoices is automated so if invoices are **not** in PDF, they will **not** be scanned and processed. A maximum of 45 PDF invoices can be attached to one email. Total attachment size cannot exceed 50 MB.
3. For invoices with a PO beginning with 8400 followed by six digits, email to: APInvoice.PO@huskyenergy.com.
4. For invoices with an approver code beginning with 2Z, 4Z, 9Z etc. followed by several digits, or invoices without a PO number, email to: APInvoice.NonPO@huskyenergy.com. POs take precedence over approver codes so if both are on the invoice, use the PO address.

   Note: Email communication is not completely secure. Invoices and backup documents that contain confidential information, such as credit card numbers, should not be submitted by email.

Mail to Husky

Mail all invoices to:

Husky Energy
Box 4490, Station D
Calgary, Alberta, Canada
T2P 3G7

Note: Do not mail to other offices or locations.

Courier to Husky

Courier all invoices to:

Husky Energy
Attention: AP-Workflow
707 8th Avenue S.W.
Calgary, Alberta, Canada
T2P 1H5

Submitting a P-Card Invoice

The Supplier P-Card Program is a separate payment process. The program is designed for low-dollar, high-volume transactions and low-risk spend categories. For more information, contact P.card.Invoices@huskyenergy.com.

1. Email all P-Card invoices to P.card.Invoices@huskyenergy.com at the time of the transaction.

   Note: Do not email to APInvoice.PO@huskyenergy.com or APInvoice.NonPO@huskyenergy.com as it may result in duplicate payments.

2. Invoices must be in PDF format, one invoice per PDF.
3. Enter supplier name in the email subject line:
   - One email per supplier
   - Multiple attachments can be included in one email
4. Coding (GL account and cost centre/work order/AFE and approver code) must be on the invoice.
5. Include the P-Card request form, if required.
6. Invoices must be submitted before the seventh business day of each month to avoid non-compliance and possible removal from the program.

Where to Go for Help

- For PO questions including pricing, delivery, scope or specifications, email the contact identified in the PO information section.
- For invoice questions including invoice payment, status inquiries or tax issues, contact Husky Vendor Relations in the Procurement Service Centre.
  - Email: Vendor.Relations@huskyenergy.com
  - Phone: 403-750-5069, option 1

  Note: To monitor service and track trends in Cortex-related issues, contact Husky Vendor Relations. Do not contact Cortex directly.
- For P-card questions, contact p.card@huskyenergy.com.
- For questions on the P-Card program, email Vendor.Relations@huskyenergy.com.