Husky Energy, Inc. Services Quick Reference

Document Version F1 – April 2016

This Quick Reference details information, requirements, and validations used to submit documents to Husky Energy, Inc.

Service Receipts

Header

The fields required to successfully submit your Service Receipts are:

- **Service Ticket #**: enter your internal number related to the provided service (i.e. service receipt, sales order, or Invoice number).
  Husky Energy, Inc. prefers that you not enter numbers with decimals or dashes in this field; if you must use these, ensure you are entering them in a consistent format every time.
- **Service Location**: enter the province where the service was rendered.
- **Ticket Date**: enter the date that the service was rendered.
- **Location/UWI**: enter the Legal Survey Description or Unique Well Identifier where the work was performed.
  POs may supply generic locations, especially if the work needs to be done in several locations. It is important to enter specific locations on Service Receipts, as it facilitates the approval process.
- **Reporting Period Start Date**: enter the date when the reporting period for the service rendered began.
- **Reporting Period End Date**: enter the date when the reporting period for the service rendered ended.
- **Approver Code**: enter your 2Z number as it appears on your PO.
- **Husky Receiver**: if your Service Receipt will be approved by a Field Approver, enter a valid email address for the approver.
- **Job Summary**: enter a brief description of the service. This field is limited to 40 characters.

Attachments

A scanned PDF copy of your original work ticket **MUST** be included with your Service Receipt, preferably stamped.

NOTE The Husky company name entered on your attachment **should match** the Husky company name listed on your PO.

Line Item Details

The fields required for each line item on your Service Receipts are:

- **Service Description**: enter a description of the service.
- **Quantity**: enter the item quantity.
- **UOM**: select or enter a Unit of Measure that is identical to the UOM Husky used to create your original PO.
- **List Price**: enter the list price per unit.
- **Tax Type**: enter or select the appropriate Tax Type for the services rendered.
- **Service Start Date**: enter the date when the service was rendered.
- **Price Unit**: if applicable, enter the number of units per **List Price**.
- **Mat. Group**: if applicable, enter the material group supplied on your PO.

Line Item Cost Objects

Enter the following Cost Object types for each Line Item on your Service Receipts:

- **Work Order**
- **Cost Center**
- **AFE**
- **Network**
- **Network Activity**

NOTE The **Network** number and **Network Activity MUST** be entered in the **Cost Object** field.

On Coded Purchase Orders

On Service Receipts **for coded POs**, ensure that the **Work Order**, **Cost Center**, or **AFE** information matches the values supplied on the PO. If applicable, **GL Account** numbers can be edited.

On Non-Coded Purchase Orders

On Service Receipts **for non-coded POs**, enter the applicable **Work Order**, **Cost Center**, and **AFE** information for each line item. Enter the required split percentage/amount for each cost object along with relevant cost object numbers and GL Account details. The split percentages/amounts for each line item must add up to exactly 100%.

NOTE Cost Objects require specific formatting**, as per the chart on** Page 2 **of this Quick Reference document.** Refer to this chart to verify the type of Cost Object you are entering.

PST/QST Number

If you enter a PST/QST Number you may not include spaces or dashes (-) (E.g. PST123546789).

Invoices

If you are required to submit Invoices to Husky after your Service Receipts are processed, the following details are required to successfully submit your Invoices:

- **Invoice #**: enter your Invoice number.
- **PO#**: enter the Purchase Order number for this Invoice.
- **Invoice Date**: enter the Invoice date.

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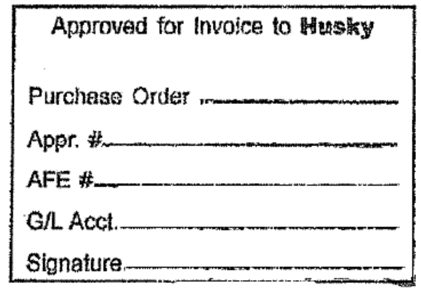
- **Currency**: enter the currency used on this Invoice.
- **Remit to details**: enter the relevant remittance details.
- **Bill to details**: enter the relevant billing details.
- **Line item details**: enter the line item details from the related Service Receipt.
- **SES#/SES Line#**: enter an SES# and SES Line #, as provided on the Service Receipt response, for every line item on your Invoice.

Cost Object Formatting

Field	Formatting		
Cost Center	**1 alpha (Z) + 6 digits**	Z _ _ _ _ _ _	Sunrise cost centers start with "Z" and are 7 characters
	Other up to 10 Digits		Can be any number up to 10 digits. Typically 8 digits
AFE/WBS	**9 alphanumeric characters**	CP - _ _ _ _ _-_ _ MS - _ _ _ _ _-_ _ RP - _ _ _ _ _-_ _ MP - _ _ _ _ _-_ _ IT - _ _ _ _ _- _ _	Corporate Midstream Refined Products Major Products
	Other up to 24 characters	US - _ _ _ _ _-_ _ -_ _-_ _-_ _	Number of characters will depend on the length of the project
Work Order	**1 alpha (R) + 7 digits**	R_ _ _ _ _ _ _	Downstream Retail Marketing
	Other up to 12 digits		Can be any number up to 12 digits. Typically 4-8 digits
Network	**8 digits**	7 _ _ _ _ _ _ _	Network should always be coded together with the 4 digit Activity Number
Network Activity	**4 digits**	0 _ _ _	

Examples of ticket stamps:



Approved for Invoice to Husky

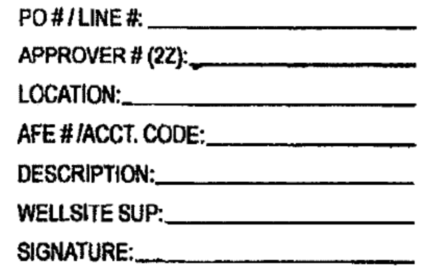
Purchase Order ______

Appr. #______

AFE #______

G/L Acct.______

Signature______



PO # / LINE #: ______

APPROVER # (22):______

LOCATION:______

AFE # /ACCT. CODE:______

DESCRIPTION:______

WELLSITE SUP:______

SIGNATURE:______

Services Workflow Diagram

The following diagram illustrates the main stages of the Services workflow in Cortex Desktop:

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Services Workflow

1. Receive a Services PO.
2. Create a Service Receipt (with attachment).
3. Receive a response from Husky.
4. Create an Invoice.
5. Receive a response from Husky.
6. Create a Credit Invoice, if required.

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Documents, Statuses, and Actions

Document	Status	Explanation	Your Action
PO	New	A brand new PO has been issued by Husky Energy Inc.	Review the PO details. A Service Receipt can be created against this PO.
PO	Actioned	At least one Service Receipt was submitted against that PO.	From this point forward your actions depend on the Service Receipt and Invoice Acknowledgements for that PO. You can submit more Service Receipts for that PO.
PO	Cancelled	The PO can no longer be actioned.	No action required.
PO	Changed	The Purchase Order has been reissued with some modifications.	Review the PO details.
PO	Complete	The overall value of the PO has been reached, or the validity end date has expired.	No action required.
Service Receipt Ack	Pending Approval	The Service Receipt has reached Husky's procurement system and will be reviewed, validated, and verified.	Wait for a further Service Receipt Acknowledgement.
Service Receipt Ack	Accepted ERS	Your Service Receipt was found valid and correct, and was approved by Husky Energy Inc. The Service Receipt will be automatically invoiced.	No further actions are required from you.
Service Receipt Ack	Rejected	Your Service Receipt has been rejected because of wrong or missing details Check your system for all possible rejection details.	Fix the Service Receipt and submit it again.
Service Receipt Ack	Resent to Trading Partner	Upon being corrected, a rejected Service Receipt was resent to Husky Energy Inc.	Wait for a further Service Receipt Acknowledgement.
Service Receipt Ack	Accepted	Your Service Receipt was found valid and correct and was approved by Husky Energy Inc.	Create and submit an Invoice.
Invoice Ack	Pending Approval	The Invoice has reached Husky's procurement system and will be reviewed and validated.	Wait for a further Invoice Acknowledgement.
Invoice Ack	Rejected	The Invoice has been rejected because some details are wrong or missing.	Change the Invoice and resubmit it with a new number or a suffix added to the existing number.
Invoice Ack	Resent to Trading Partner	Upon being corrected, a rejected Invoice was resent to Husky Energy Inc.	Wait for a further Invoice Acknowledgement.
Invoice Ack	Accepted	Husky Energy Inc. has approved the Invoice and committed to pay it.	No further are expected for this Invoice.
Credit Invoice Ack	Pending Approval	The Credit Invoice has reached Husky's procurement system and will be reviewed and validated.	Wait for a further Credit Invoice Acknowledgement.
Credit Invoice Ack	Rejected	The Credit Invoice has been rejected.	Act according to the rejection reason provided in the Credit Invoice Acknowledgement.
Credit Invoice Ack	Resent to Trading Partner	Upon being corrected, a rejected Credit Invoice was resent to Husky Energy Inc.	Wait for a further Invoice Acknowledgement.
Credit Invoice Ack	Accepted	Husky has approved the Credit Invoice.	No further are expected for this Credit Invoice.

NOTE Only resubmit a document if it has **Rejected** status and you have acted on the rejection reason details as per the related action above. Do **NOT** resubmit a document that has a **Pending** status. Contact the appropriate party for further information about the **Pending** status of the document.

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Who to Contact

Refer to the table below to determine who can best assist you.

Type of Question	Who to Contact
Questions and clarifications on Purchase Orders	Husky's PO issuer indicated in the header area of your PO when opened in Cortex Desktop
Inquiries about documents with statuses of **Received by TP** or **Pending** (allow for Approver review time)	Your Approver, if you have this information, or Husky's PO issuer indicated in the header area of your PO when opened in Cortex Desktop
Specific requirements when filling in Service Receipts, i.e. Approver codes, Cost object details (Work Order#, AFE#, Cost Center#)	The Husky person that ordered the service or material, or Husky's PO issuer indicated in the header area of your PO when opened in Cortex Desktop
Questions about missing payments **after** you have received the appropriate accepted statuses in Cortex	Husky Accounts Payable department (vendor.relations@huskyenergy.com)
Requests for Outline Agreements	Your Husky purchasing contact, or Husky's PO issuer indicated in the header area of your PO when opened in Cortex Desktop
Requests to reject documents that were sent or accepted in error	Submit a request using Husky's Procurement Support Webform: http://www.huskyenergy.com/businessopportunities/scmwebform.asp
"How to" questions on Cortex Desktop functionality	View our FAQs on our website at http://www.cortex.net/s/FAQs.asp, or contact Cortex Customer Support
Documents missing from your Inbox or Sent folders	Contact Cortex Customer Support: • support@cortex.net • 1-866-716-6272
Issues with Outline Agreement functionality	
Application assistance, i.e. walkthroughs	
Technical difficulties with Cortex Desktop	