



Attention: Accounts Receivable for Husky Payables,

Submitting an Invoice to Husky

There are four options for submitting an invoice to Husky Accounts Payable SAP Workflow. Only one method should be used for any individual invoice submission. (The exception to these options is for invoices relating to our Human Resources, Legal or Tax departments. Please follow the guidelines provided by your Husky contact for submitting these invoices.)

1. Mail

When mailing invoices they should be sent to the following mail address in Calgary, not to other offices or locations:

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

2. Courier

When couriering invoices they should be sent to the following courier address:

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

3. Email

Invoices sent by email must be in Adobe Acrobat Portable Document (PDF) format to be processed and should be emailed to one of following email address:

Non Purchase order invoices
Purchase order invoices

APinvoice.NonPo@huskyenergy.com
APinvoice.PO@huskyenergy.com

- The invoice should be the first page of the PDF file, with backup following the invoice.
- ***Each attachment to an email will be processed as a SINGLE invoice and should be uniquely named with the invoice number.***
- Numerous PDF files can be attached to one email provided the total size of the attachments does not exceed Husky's 50 MB limit.
- The body of the email message will **NOT** be read by someone at Husky. Invoices inquires should be forwarded to the vendor relations email.
- Communication via email is not completely secure. The email and attached files can be intercepted, read or modified between the sender and intended recipient. Invoices and their backup documents that contain confidential information (such as credit card numbers) should not be submitted via email

4. Fax

When faxing invoices they should be faxed to one of the following fax numbers.

Non Purchase order invoices (403) 298-7004
Purchase order invoices (403) 750-1850

- Fax **one** invoice with the required back-up per **one** fax transmission.
- The invoice should be the first page of the fax transmission, with back-up following the invoice. Do not include cover page.

- Invoices sent to any other fax will not be considered as processed.
- If faxing invoices, do not mail originals.

Vendor Inquiries

All payment or invoice inquiries should be made by either calling **(403) 750-5069** or emailing vendor.relations@huskyenergy.com. The phone line is separated into alphabetic splits. Please choose the appropriate line according your vendor name – omit the word “The” where necessary in a vendor name. When inquiring via email please enter your company name into the subject line for easy identification.

Please visit our website at www.huskyenergy.ca/opportunities/default.asp for vendor information and updates.