Invoice Procedure

To ensure the accurate and timely processing of your invoices, Suppliers must follow the steps set out in this Invoice Procedure when submitting their invoices to AltaLink for Services, Work and/or Materials provided under your Agreement or stand-alone purchase order ("SAPO") with AltaLink. Capitalized terms used in this Invoice Procedure not otherwise defined shall have the meanings set out in your Agreement or SAPO with AltaLink. If there is a conflict between this Invoice Procedure and the terms and conditions of the Agreement or SAPO, this Invoice Procedure shall take precedence and control.

1. Banking & Contact Information

For new Suppliers, please follow the instructions provided on the Supplier Qualification Questionnaire for provision of Supplier data, including contact and banking information. Contact information for senior management is required.

Existing Suppliers should contact Accounts Payable for further instructions in the event of a change to banking and/or contact information.

Please note, validating new or changes to existing banking information may take up to 60 days for AltaLink to process. AltaLink shall continue to use Supplier's previous banking information until such time as the Supplier's change in banking information has been verified. AltaLink shall not be liable for late fees or interest charges on late or missed payments arising from changes to Supplier's banking information that AltaLink is unable to reasonably verify.

2. Invoicing Requirements

For a Supplier's invoice to be considered a Proper Invoice by AltaLink, such invoice must comply with not only the requirements set out in this Invoice Policy, but any additional requirements in the Agreement, an Agreement Document, SAPO, and, if applicable, the Lien Act. If the aforementioned requirements are not followed, payment may be delayed until the required information is obtained or the Proper Invoice is revised and re-submitted to AltaLink.

2.1 Proper Invoices must include all of the following information:

- The Supplier's name, address, phone number, e-mail address;
- AltaLink's name and address as shown in "Invoice to" on the Purchase Order or SAPO;
- The first and last name of the contact person at AltaLink (the "**AltaLink Delivery Contact Person**") as shown in "AltaLink Delivery Contact Name" on the AltaLink Purchase Order, or SAPO;
- The invoice number, billing period, and invoice date which must match the date the invoice is submitted;
- A reference to the relevant AltaLink Agreement or SAPO under which the Proper Invoice is provided, including the Agreement number (if applicable), Purchase Order number (Service Purchase Order's start with 47" or Material Purchase Order's start with 45") and billing period;

- The line item number, description as shown on the Purchase Order or SAPO;
- The quantity, price per unit and amount per line. The amount of each line may not exceed the total amount shown on the Purchase Order or SAPO;
- The relevant coding for each line item on the invoice as provided by AltaLink. Use a space in between the coding (e.g. 4020200 35018198 0014 instead of 4020200/35018198/0015). It is preferred that the item description, coding, and the line total are on the same line on the invoice. The automated system picks up the information more accurately if it is in a fixed position on every invoice;
- Currency (CAD or USD);
- The subtotal (before GST), GST, and total;
- The Supplier registered GST number;
- Reimbursable charges (like airfare, hotel, etc.) must contain appropriate back-up documentation, including receipts and bills of lading, supporting all charges;
- Other backup documentation as required by the AltaLink Delivery Contact Person; and such other information, if any, required under the Agreement or the Lien Act.
- For time-based services, it is preferred that invoices include a more detailed breakdown of labour charges, including: (i) per-person allocation aligned to the applicable Purchase Order or SAPO line item; (ii) daily hours worked (timesheet-level detail); and (iii) a brief description of the work performed for each day. Providing this level of detail will help support efficient invoice review and approval.

2.2 A failure to include the items described above in section 2.1 will result in a rejection of the Proper Invoice and the payment timelines contemplated by this Invoice Procedure and, if applicable, the Lien Act, will not begin to run until a compliant Proper Invoice is received by AltaLink.

2.3 Handwritten invoices will not be accepted.

2.4 Non-resident suppliers are subject to non-resident withholding taxes on services provided in Canada. If you have received a Regulation 105 Waiver from the Canada Revenue Agency, please provide a copy to us with each Proper Invoice submission.

2.5 Issue a Credit Memo for any credits. Do not bill credits together with regular charges. For example:

Qty	Description	Unit Price $	Total $
	Hours of Consulting in December 2013		
59.5	4020200 35016566 1600 Fidler Settings	135.00	8,032.50
1	To credit previous invoice	-25.00	(25.00)

3. Payment Terms

AltaLink will pay Supplier, as full consideration for the satisfactory performance of Supplier's obligations, within 30 days of AltaLink's receipt of Proper Invoice(s), except as to the extent the Lien Act is applicable, or as otherwise provided in the Agreement or SAPO
Supplier shall identify and clearly set forth on the invoice any discount for early payment. To the extent that Supplier must resubmit any invoice for failing to include the information or backup documentation required to constitute a Proper Invoice: (a) the resubmitted invoice shall bear the date the invoice was resubmitted; and (b) any offer or a discount for early payment shall remain valid until such time as AltaLink has received a Proper Invoice. The total amount of consideration payable for the Work, Services and/or Materials provided will be specified in the Agreement Documents.

4. Invoice Submission Requirements

Except as otherwise set forth in the Agreement Documents or the SAPO, Supplier shall issue a Proper Invoice to AltaLink upon or after delivery and acceptance of the Work, Services and/or Materials by AltaLink, but not before.

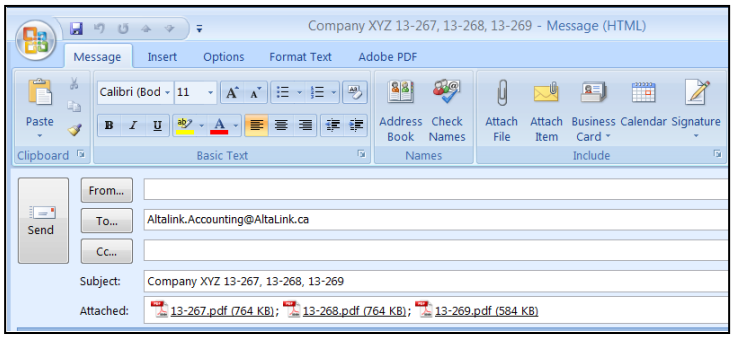
AltaLink's preferred method of receiving Proper Invoices is via e-mail attachments, as it is a more efficient way to process invoices and is environmentally friendly.

Proper Invoices must be e-mailed to altalink.accounting@altalink.ca. AltaLink's system cannot receive e-mail with an attachment that exceeds 24MB. The Sender will receive an auto reply notification that the e-mail has been successfully submitted upon receipt at altalink.accounting@altalink.ca. **Note that if an auto reply notification is not received, AltaLink has not received the Proper Invoice. Payment timelines for Proper Invoices will only commence the date AltaLink receives the invoice.**

Please follow these guidelines while preparing e-mails:

Do's

- Indicate supplier's name, invoice number(s), Purchase Order or SAPO number, as applicable (if provided), in the e-mail subject line;
- Attach invoice file to the e-mail;
- Adobe Acrobat PDF invoice format is preferred, but Excel and Word formats are acceptable;
- The invoice must be the first page(s) of the document;
- The supporting documents (back-up) must be provided in the same document as the invoice;
- Each invoice must be a separate attachment to the e-mail; however multiple attachments may be in the same e-mail. For example, if there are 3 invoices then there must be 3 attachments to the e-mail:



Don'ts

- Do not shade the invoice as it cannot be read properly by the automated system;
- Do not zip files;
- Do not send the original via mail or send another e-mail to the AltaLink contact person as this will cause duplicates and result in processing delays. Suppliers may cc the AltaLink contacts on the e-mail submission;
- Do not create multiple tabs for one Excel invoice file:



5. AltaLink Contact Information

Invoice submissions and all other invoice questions or inquiries are to be sent via e-mail to Altalink.accounting@altalink.ca. Please avoid using personal e-mail addresses or sending to individual contact for invoice submission or other payment inquiries.

6. Accrual Process

The Supplier should provide accruals for the estimated work performed and materials received up to the end of the calendar month that has not been invoiced to AltaLink. Accruals should be provided in accordance with the agreed upon schedule and materiality level determined by AltaLink's designated representative at the beginning of the year or at the beginning of the contract.

This Invoice Procedure is also available on AltaLink's website at Invoice Procedure.

AltaLink's team appreciates the opportunity of doing business with you.