

Supplier Invoice Requirements

The following invoice requirements are in effect for all invoices submitted to Trans Mountain group of companies. Please ensure adherence to these guidelines to enable faster payment of your invoice(s).

Complete and accurate information is required for payment. Failure to meet any of the following invoice requirements may result in the rejection of your invoice and a delay in payment:

Full Legal Trans Mountain (or affiliate) Company Name – name of specific company that purchased the goods or services

Vendor Name and Remittance Address – your company name, remit to address and current contact information (email preferred)

Invoice Date

Invoice Number – must be unique

Total Amount Due – including currency

Description of Goods or Services – including all supporting documentation and location if applicable

Trans Mountain Contact Name – full name required for the requestor of the goods or services or as stated in the contract

Purchase Order (PO) Number (where applicable) – including associated line item number(s) with corresponding:

- Quantity and Unit of Measure
- Price (cost per item and extended cost) as outlined in the purchase order

Note – only one PO can be referenced per invoice

Project Name/Authority for Expenditure (AFE) Number (where applicable) – ensure you have included the correct project number and clearly identified the line details required for payment. Any other specific requirements as per your contract will also need to be included.

GST/HST/PST number (Canada only) – any sales tax amounts being charged must be shown as a separate item on the invoice

Payment Terms – Trans Mountain follows industry standard of net 30 days from the date the invoice is received unless otherwise agreed upon within a contract

Clearly label “INVOICE” or “CREDIT” – credits should reference original invoice number

Rejected Invoices:

Invoices that do not meet the outlined invoice requirements may be returned to the vendor with a notice stating the reason(s) for rejection. It is the vendor’s responsibility to re-submit the invoice with proper information in a timely manner.

Invoice Submission - All invoices (one invoice per file) must be in pdf format and emailed to apinvoices@transmountain.com