

September 10, 2019

Dear Valued Supplier,

Re: Invoice and Receipt Requirements for Trans Mountain Suppliers and Vendors

As a part of a companywide digital transformation, Trans Mountain is implementing a new ERP system Microsoft Dynamics 365, effective October 1, 2019. As a result of this implementation, there will be some changes to our current processes for Accounts Payable and Procurement.

Effective October 1, 2019, changes that will affect our suppliers are:

1. All goods and services now require a Trans Mountain issued Purchase Order and Purchase Order (PO) Number prior to work commencing.
2. All goods and services will now require proof of material/service receipt to be provided to Trans Mountain staff upon delivery or completion of services. (see Receipt Requirements-attached).
3. All invoices must be submitted with specific information that will enable timely and efficient processing (see Invoice Requirements-attached)

Please ensure that all the information in the attached Requirements documents are followed. Missing information may result in invoices being rejected or delayed and could result in late payment.

Inquiries on this process change and/or outstanding issues can be sent to AskAP@Transmountain.com.

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Regards,

The Trans Mountain Finance Team