

INVOICING STANDARDS SUPPORTING PROMPT PAYMENT INCLUDE

- Invoices must be in PDF format and included as an attachment to the email; invoices sent as part of the email body will not be accepted.
- Use white paper with black font.
- Structure invoice line items in a defined, tabular format.
- All invoices must include the following:
 - corporate GST number
 - corporate WCB number
 - currency (e.g., CAD/USD)
 - addressed to FortisAlberta Inc.
 - supplier legal entity name (i.e., operating names will not be accepted)
 - work order # references where applicable
 - FortisAlberta Inc. 10-digit Purchase Order Number (PO#) and reference PO line items, where applicable.
- Keep line items separated with white space, eliminate shading.
- Reference FortisAlberta Inc. contact email on invoice via 'attention'.
(e.g., Attn: jane.doe@fortisalberta.com)

POTENTIAL INVOICE ISSUES RESULTING IN PAYMENT DELAY

- Color/busy font may impact optical character recognition performance.
- Significant file size or large volume of supporting documentation.
- Invoices that are faded or contain handwriting and/or shading.
- Photographed invoices (e.g., JPEG files).
- Multiple copies of the same invoice are emailed or mailed conventionally; please only send once unless otherwise requested by a FortisAlberta representative.

EMAIL GUIDELINES

- The invoice must be in PDF format.
- Only one invoice per PDF attachment is allowed (i.e., invoice and supporting documentation must be in the same PDF attachment).
- If supporting documentation is applicable, please place it at the end of the PDF file, after the invoice.
- One email may contain multiple PDF invoice attachments (i.e., several invoices can be sent in the same email).
- Attach invoices to the email; do not include the invoice in the body of the email.

PAYMENT METHOD

Electronic Funds Transfer (EFT) is FortisAlberta's standard payment method. Payment via cheque will only be considered on an exception basis.

The EFT Authorization form is accessible in the following link [EFT Authorization Form](#).

Please contact FortisAlberta Inc. Accounts Payable Team: abapgeneral@fortisalberta.com for questions regarding EFT setup.