



ACCOUNTS PAYABLE INVOICE REQUIREMENTS

For timely payment processing, invoices require the following information

1. Bill to name and address; ship to name and address
2. Company name and address
3. Contact information
4. School, region and/or individual that received your goods and/or services
5. Invoice number/credit memo number
6. Purchase order number
7. Invoice date
8. Invoice amount/taxes and itemized list of goods/services

1. Bill to name and address; Ship to name and address

Invoices must be billed to NL Schools ATTN: Accounts Payable, PO Box 8700, St. John's NL, A1B 4J6, the ship to must be the location the goods or services were delivered. For efficient processing it's recommended that all invoice be emailed to accountspayable@nlschools.ca

2. Company name and address

Acceptable invoices should include invoices with a corporate logo including the name and address; or a computer generated invoice with company name and address; or a handwritten invoice (please ensure it is legible) with company name and address. The company name and address including the postal code are required to ensure that each payment is remitted to the correct vendor at the correct address.

3. Contact information

Include all relevant telephone numbers and email addresses with your invoices so if there is a problem encountered we have the contact information to deal with it immediately.

4. School, region and/or individual that received your goods and/or services

This information is vital to prevent internal processing delays.

5. Invoice number/credit memo number

All Invoices (including credit memos) from vendors require an invoice number to ensure uniqueness and an audit trail for processing.

6. Purchase order number

All departments are required to issue a purchase order and provide the purchase order number to the vendor when ordering goods and/or services for NLSchools. Quote the current purchase order number on the invoice or attach a copy of the purchase order to the invoice prior to scanning or mailing it for payment.

7. Invoice date

The date the invoice is issued to NLSchools (typically when goods have been shipped or services rendered).

8. Invoice amount/taxes and itemized list of goods/services

Each invoice must include an itemized list of the goods and/or services billed, date of service, vehicle information is applicable, be subtotaled, detail applicable taxes, and include a final total. If taxes are charged, the invoice must state your company's HST registration number.