



Government of Newfoundland and Labrador
Department of Finance
Office of the Comptroller General

October 15, 2014

Change in Submission of Supplier Invoices - Instructions

The Government of Newfoundland and Labrador (GNL) is upgrading its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

Effective January 1, 2015, to receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL
A1E 2E3

Email: gnlinvoices@gov.nl.ca

Invoices should not be directed to the government departments purchasing the goods and/or services, though there are some exceptions which are outlined in the attached Invoice Checklist. The "Bill To" address on all new Purchase Orders will indicate the correct address to submit invoices.

To minimize invoice rejections and ensure timely payment, please review the attached Invoice Checklist and related information to ensure that your invoices are in order for processing. **Failure to include all pertinent information could result in your invoice being rejected or held pending receipt of information required.**

GNL is also in the process of transitioning all payments to suppliers and employees to direct deposit by Electronic Funds Transfer (EFT). The communication to vendors dated August 8, 2014, provides more detail on this mandatory initiative. If you are not registered to receive your payments and notices of deposit electronically, please visit www.gov.nl.ca/fin/suppliers or contact *the CFS Service Centre at 1-888-729-6199* for assistance.

Sincerely,

Ann Marie Miller, CMA
COMPTROLLER GENERAL

Required Information on an Invoice

For timely payment processing, invoices require the following information:

- Company Name and Address
- Contact Information
- Department & Division that received your goods and/or services
- Invoice Number
- Purchase Order Number
- Invoice Date
- Invoice Amount/Taxes and Itemized List of Goods/Services

Important Notes

This new process applies only to **Provincial Government Departments**. It does **NOT** apply to Health Authorities, School Boards, crown corporations and other such government agencies.

A. Exceptions to Central Invoice Processing (Refer to the “Bill To” section on the purchase order)

Invoices should be submitted to Corporate Financial Services as indicated in the “Bill To” section of the PO with the following exceptions for central government departments.

- Capital Construction Contracts (Departments’ of Transportation & Works, Education & Early Childhood Development, Natural Resources, Environment & Conservation and Municipal & Intergovernmental Affairs). Supporting invoices and all backup documents related to the progress estimates should continue to be sent “directly” to the appropriate person responsible for the contract (e.g.. Resident Engineer).
- AES/CYFS program invoices (The Departments of Child, Youth and Family Services and Advanced Education and Skills typically issue service authorizations for services to their clients). These invoices should continue to be sent directly to the Department issuing the service authorization.
- “Bill To” section on the PO indicates a different address, such as House of Assembly, Auditor General.
- Large volume invoices from suppliers that are currently accessed by departments via signing on to the supplier’s website.

If you do not have a PO please contact the person who requested your goods or services for instructions on where to submit your invoice.

B. Electronic Invoices

Effective Jan 1, 2015, you will be able to email your invoice to gnlinvoices@gov.nl.ca

Please note:

- Attach the invoice (preferably in PDF format)
- You will receive an automated reply that your invoice has been received. If you do not receive a reply within an hour, please contact the *CFS Service Centre at 1-888-729-6199*
- Each invoice should be included in an individual PDF file. If supporting documentation is also being sent please include it in the same PDF file as the invoice.

1. Company Name & Address

Acceptable invoices would 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 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.

2. 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.

3. Department & Division - Ship To Location

This information is vital to ensure that your invoice is routed to the correct department and division immediately for final processing and certification.

4. 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.

5. 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 GNL.

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.

Starting early 2015 new purchase orders will include a "Bill To" address either for Corporate Financial Services or for one of the acceptable locations included in the exceptions list.

Please refer to the Purchase Order to ensure you are submitting the invoice to the correct "Bill To" location.

6. Invoice Date

Invoice date is the date the invoice is issued to government for reimbursement of the goods and/ or services supplied. It is not the date when the purchase order was received.

7. Invoice Amount/ Taxes

Each invoice should reflect the itemized list of the goods and/or services billed, subtotaled, applicable taxes shown with a final total. Always include your company's HST Registration Number.

8. Comments

Include any important comments on the invoice. For example: Credit memo should reference the related invoice number to allow cross referencing back to the original invoice.

INVOICE CHECKLIST

Other Important Information

9. Legible

Please ensure your invoice/credit memo is legible (preferably not handwritten).

10. Confidential Information

Invoices must not include information about individuals that would be considered personal, confidential, or in violation of privacy legislation.

11. Direct Deposit

The Department of Finance is moving to Direct Deposit (Electronic Funds Transfer) for payments being made to vendors. To obtain more information, contact CFS Service Centre at 1-888-729-6199 or go to:

<http://www.gov.nl.ca/fin/suppliers>

INVOICE CHECKLIST

GNL - Acceptable Invoice Guide

Company Name	Company Address and Postal Code	Your Company Contact Details	Your HST Registration Number	Highlight the department you are billing	Identify if Invoice or Credit Memo												
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Your Company Name or Logo</p> </div> <div style="width: 60%; text-align: right; padding: 5px;"> <p>INVOICE/CREDIT MEMO</p> </div> </div>																	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Your Company Details</p> <p>Your Company Name Address Line 1 Address Line 2 Address Line 3 Address Line 4 Postal Code</p> <p>Contact Telephone Number Contact Name Contact Email Supplier HST Registration</p> </div> <div style="width: 50%; padding: 5px;"> <p>Invoice Number This must be a unique number</p> <p>Invoice Date DD-MON-YYY</p> </div> </div>					<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Invoice or Credit Memo Number</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Invoice or Credit Memo Date</p> </div>												
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Bill To: Department Details</p> <p>Corporate Financial Services Department of Finance Attn: 657 Topsail Rd PO BOX 8700 St John's NL A1E 2E3</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Delivery / Ship To Address</p> <p>Department Name Region or Branch Delivery Contact Name Address Line 1 Address Line 2 Address Line 3 Postal Code</p> </div> </div>					<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>GNL Department Delivery or Ship to Address</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Region or Branch Name</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Delivery Contact at GNL</p> </div>												
<p>Comments or Special Instructions</p>					<div style="border: 1px solid black; padding: 5px;"> <p>Comments or Special Instructions for this Invoice</p> </div>												
<p>GNL PO Number</p>																	
<p>Your GNL Purchase Order Number - 9 Digits</p>																	
Quantity	Description	Unit Price	Total														
<div style="display: flex; justify-content: center; align-items: center;"> <div style="margin-right: 20px;">←</div> <div style="border: 1px solid black; padding: 5px;">Invoice Details</div> <div style="margin-left: 20px;">→</div> </div> <p style="text-align: center;">Provide clear details of the goods/services provided Item Description including Qty Invoiced, Unit Price and HST Rate</p>																	
<p>Before submitting your Invoice please check it complies with the following:</p> <ul style="list-style-type: none"> * Clearly quotes the full and correct address of the GNL department * Clearly states if it is an invoice or credit memo * Provides clear details of the organization submitting the invoice * Provides clear details of all goods/services billed * Quotes the GNL purchase order (P/O /contract number) where applicable * Clearly states the name of the buying department * Is legible * Has a valid invoice date and invoice number * Clearly states the payee * Has the correct tax calculation (handwritten invoices in particular) * Invoice adds up correctly (handwritten invoices in particular) * Includes the relevant supporting information 																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">Invoice Total With Breakdown</td> </tr> <tr> <td style="padding: 5px;">Net Value</td> <td style="padding: 5px; text-align: right;">\$0.00</td> </tr> <tr> <td style="padding: 5px;">Discount Amount</td> <td style="padding: 5px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 5px;">Shipping and Handling</td> <td style="padding: 5px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 5px;">Tax</td> <td style="padding: 5px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 5px;">Total Amount</td> <td style="padding: 5px; text-align: right;">\$</td> </tr> </table>					Invoice Total With Breakdown		Net Value	\$0.00	Discount Amount	\$	Shipping and Handling	\$	Tax	\$	Total Amount	\$	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Tax Calculation</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Total Due including Tax</p> </div>
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