

INSTRUCTIONS FOR SUBMITTING SUPPLIER INVOICES TO BC HYDRO ACCOUNTS PAYABLE for Contract Orders (CO), Purchase Orders (PO) and Blanket Order Releases only

VIA E-MAIL

- E-mail to: BCH-InvoicesforPayment@absu.accenture.com;
- Submit in PDF format only;
- Maximum five invoices per single e-mail (one invoice per PDF);
- A confirmation e-mail will be automatically sent upon receipt by the Accounts Payable mailbox. It is the responsibility of the supplier to re-submit any e-mails that receive a non-delivery notice;
- Do not send duplicate hard copy or soft-copy invoices in any manner. (Should a need arise to submit a copy of an invoice, ensure they are clearly labelled COPY);
- Supporting and back up documents are to be sent to the BC Hydro business contact only, not to this e-mail address;
- Incomplete invoices (as well as any invoices with supporting documents attached) will be e-mailed back to the supplier. See “**All invoices require the following information**“ below;
- Supplier to include contact name and e-mail address for e-mailed invoices.

VIA CANADA POST

- Mail hard copy invoices to: **BC Hydro Accounts Payable
6911 Southpoint Drive,
Burnaby, BC
V3N 4X8**
- Do not send duplicate hard copy or soft-copy invoices in any manner. (Should a need arise to submit a copy of an invoice, ensure they are clearly labelled **COPY**);
- Supporting and back up documents are to be sent to the BC Hydro business contact only, not to this mailing address;
- Incomplete invoices will be returned back to the supplier. See “**All invoices require the following information**“ below.

VIA ELECTRONIC COMMERCE

- For Supplier already sending invoices electronically, no changes are required

Please note that Faxed invoices will no longer be accepted from October 31st 2011.

All invoices require the following information:

1. Addressee must be BC Hydro Accounts Payable;
2. BC Hydro Order Number: PO # (Purchase Order #) or CO # (Contract Order #):
 - For Blanket Contract or Purchase Orders (BCO/ BPO) a release number must be included;
 - Reference only one (1) order per invoice.
3. GST/HST Registration Number;
4. Invoice Number;
5. Total Invoice Value with taxes clearly identified: If applicable, include quantity and unit price
6. Contact name and e-mail address.

Any questions can be directed to Accounts Payable at 604-663-3572 or e-mailed to BCH-AccountsPayable@absu.accenture.com