

**NEW PAYMENT AND INVOICING LANGUAGE
CONSTRUCTION SHORT-FORM WORK**

Effective Date: August 4, 2020

Excerpt of relevant provisions, as amended, from Agreement:

6.0 CONTRACT PRICE

As full payment for the performance of the Work in accordance with the terms of the Contract Documents, BC Hydro will pay the Contractor the amount as described in [Appendix C](#) – Schedule of Quantities and Prices (the “**Contract Price**”). The Contract Price excludes only GST which will be listed as a separate line item on each of the Contractor’s Payment Requests and invoices, and paid for by BC Hydro. GST will be calculated on gross invoice value (inclusive of any holdbacks). The Contract Price will be the entire compensation owing to the Contractor for the Work.

7.0 PAYMENT PROCESS

7.1 The Contractor will make application for payment as follows:

- (a) Upon achieving a payment milestone if the Contract Documents define a milestone payment regime, or otherwise within ten days before the end of a month, the Contractor’s Representative will submit to BC Hydro’s contract administrator, for entry into BC Hydro’s system as a service entry sheet (“**SES**”) and approval, a payment request (the “**Payment Request**”) with:
- (i) details of the Work completed during the applicable payment period and the amount of the payment for which certification is sought; and
 - (ii) the calculations of the amount claimed for the Work completed during that payment period.

If instructed by Hydro’s Representative, Contractor will submit the Payment Request online, as an SES, in a manner directed by Hydro’s Representative.

- (b) Contractor will submit with each Payment Request any supporting documentation, data and computations required by Hydro’s Representative.
- (c) On being satisfied that the Work identified in a Payment Request submitted under GC.7.1(a) has been performed in accordance with the requirements of the Contract and that the amount of the Payment Request is in accordance with the Contract, BC Hydro will certify the amount to be paid to Contractor and a written certification notice will be issued to Contractor, all subject to BC Hydro’s withholding, retention (of holdback or otherwise) and set-off rights under the Contract, as applicable. Following the certification:
- (i) if Contractor is enabled with Evaluated Receipt Settlement (“**ERS**”), then BC Hydro will pay Contractor the amount certified for payment 30 days after the date of the certification notice. Invoices will not be required or accepted;

- (ii) if Contractor is not-enabled with ERS then, upon receipt of the certification notice, Contractor will login to Ariba and create an invoice in the amount certified for payment. Provided the invoiced amount is as certified, BC Hydro will pay Contractor the amount certified for payment 30 days after receipt of the invoice. Unless otherwise authorized by BC Hydro in writing (see below), Contractor will use Ariba to transact all orders and invoicing under the Contract. Contractor may contact the BC Hydro Accounts Payable team at AccountsPayable@bchydro.com or at 604-663-3572 for setup assistance, invoicing or payment inquiries. BC Hydro will pay any transaction fees that Ariba charges for the transaction of orders or invoicing under the Contract.

Exception for Suppliers Unable to Use Ariba

By exception and written approval by Hydro's Representative only, if Contractor is unable to use Ariba then, upon receipt of the certification notice, instead of creating an invoice in Ariba as per GC.7.1(c)(ii) above, Contractor may submit an invoice to BC Hydro Accounts Payable team by email at AccountsPayable@bchydro.com, unless otherwise agreed by BC Hydro. BC Hydro will pay Contractor the amount of the invoice 30 days after receipt of the invoice by the BC Hydro Accounts Payable team.

All invoices must include the following information:

- (i) Contractor Name
- (ii) Contractor Address
- (iii) Addressee (BC Hydro Accounts Payable)
- (iv) BC Hydro Outline Agreement (OA) # (if applicable)
- (v) BC Hydro Order Number: PO # (Purchase Order #)
- (vi) GST Registration Number
- (vii) Invoice Number
- (viii) Total Invoice Value with GST, and PST (where applicable) clearly identified
 - a. State any applicable holdback amount, and/or any other deduction amount, before invoice total
 - b. GST and PST to be invoiced on gross invoice value (inclusive of any holdback amount)
 - c. If applicable, include the corresponding OA/PO line item, quantity and unit price
- (ix) Contact name and e-mail address

- 7.2 No payment made to the Contractor by BC Hydro will constitute approval or acceptance of any Work, nor be considered a waiver by BC Hydro of any of the terms of the Contract, nor relieve the Contractor of any of its obligations under the Contract.

