

Instructions for submitting invoices if you have a Contract Order (CO), Purchase Order (PO) or Blanket Order Release (BCO / BPO)

Invoices must be submitted electronically through BC Hydro's third party invoice processing provider, the SAP Ariba Network (Ariba). The Ariba online portal system enables you to receive your orders and submit your invoices electronically. We pay all Ariba transaction fees when you transact with us.

If you have not set up an Ariba account contact Accounts Payable at AccountsPayable@bchydro.com or call 604 663 3572 for setup assistance.

Your invoice must be addressed to BC Hydro and include the following:

1. An invoice number
2. Total invoice value, with taxes clearly identified
3. Quantity and unit price
4. GST / HST Registration Number
5. A BC Hydro Order Number:
 - a. Purchase Order (PO)
 - o Release number if a BPO
 - b. Contract Order (CO)
 - o Release number if a BCO
 - o Contract Payment Authorization number (CPA) if applicable
6. Contact name and email address of person responsible for your invoicing process
7. Invoice attachment needs to be a PDF

If your invoice is missing information it can't be processed and will be returned to you.

BC Hydro pays invoice terms from date of receipt.

Questions?

Email AccountsPayable@bchydro.com or call 604-663-3572 for invoicing or payment inquiries.