



We would like to welcome you as a supplier for The City of Calgary.

The City of Calgary strives for timely payment of invoices and provides payment by cheque or Electronic Funds Transfer (EFT). Our preferred method of payment is EFT, so if you have not already done so and are interested, please request the Supplier Direct Deposit Enrolment Application (F2347) from City of Calgary Accounts Payable contact by following the instructions provided on the accounts payable website link located below.

<https://www.calgary.ca/cfod/finance/accounts-payable/corporate-accounts-payable.html>

All PO invoices must clearly indicate the PO number.

For Non-PO invoices, you must include the coding information, or at the very minimum the Dept ID number on the invoice which is provided by your City of Calgary business contact.

If the invoice is for 'contracted services', you must include the contract number. To ensure timely payment, please ensure that the invoice is not submitted until all variances between the PO and invoice are cleared up with your City of Calgary contact and the delivery of goods or services is complete.

Invoices must be detailed and include unit pricing where applicable.

If you are a non-Canadian supplier, please indicate any amount for services provided in Canada separately. If no work was performed in Canada, please indicate 'No work performed in Canada' on the invoice.

Under Canada Revenue Agency (CRA) Regulation 105, a 15% withholding tax (NRWT) must be withheld on payment of services provided in Canada by non-residents. This is not a final tax. It is a payment on account of the non-resident's potential Part I tax liability to Canada. The ultimate tax liability/refund is determined after the assessment of the non-resident's Canadian income tax return. In February of the following year, we will mail out your T4A-NR information slip which shows the NRWT we withheld and submitted to CRA on your behalf. Please contact myrtle.sproule@calgary.ca for any additional information on NRWT.

If you are a GST registrant, please provide your GST number and charge GST as applicable, as The City of Calgary is not GST exempt.

Ensure that all personal or sensitive in nature information is removed from invoices or supporting documentation prior to submitting to Accounts Payable. Depending on the nature of the invoice and service provided, the invoice should not contain that employee's name, employee ID number, nor business unit. Sensitive information may include services provided for an employee such as counselling services or medical services.

For scanning purposes, you must ensure the invoice is the first document in your submission. Contact your City of Calgary contact to confirm what supporting documentation may be required for approval of the invoice.

For timely approval and payment process, submit all invoices in PDF format directly to:

- **Preferred method, email:** APIInvoices@calgary.ca
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- Alternatively, mail to: The City of Calgary, Corporate Accounts Payable
P.O. Box 2100, Station M, #8041
Calgary, AB T2P 2M5

If you have any questions visit <http://www.calgary.ca/cfod/finance/Pages/Accounts-Payable/Corporate-Accounts-Payable.aspx>, call 311 (1-403-268-2489 outside of Calgary), or email APHelp@calgary.ca