

Dear Vendor:

To improve Invoice and payment processing time, the Greater Toronto Airports Authority (the "GTAA") has implemented an automated Accounts Payable approval system. Vendors shall now EMAIL invoices to the GTAA for processing and payment following the instructions outlined below:

- 1) Electronic invoices must be emailed directly to the following email box – AP@GTAA.COM
- 2) The electronic invoice and any supporting documentation must be in one PDF format.
- 3) A separate email for each invoice is required and should not exceed over 15MB per email.
- 4) The subject line for processing an invoice should state – "Invoice For GTAA", if possible
- 5) Invoice, along with supporting documentation must be emailed as one PDF containing both invoice and supporting documentation (the first page must be the invoice).
- 6) Electronic invoices must contain **ALL** the following information:
 - a) Vendor legal name and address.
 - b) GTAA Contact name and Email address
 - c) Invoice number, date, amount and taxes along with HST number (if registered).
 - d) Description of work performed for services, and goods matching the description and item on PO's
 - e) Purchase Order number (example 600..... or 200....-1...)**
- 7) For non-resident vendors, value of work done in Canada must be specified on the invoice for withholding tax purposes.
- 8) For new vendors using the self-registry portal, banking information must be entered correctly, i.e. bank name, transit number and account number must be entered on designated spots. Void cheque or bank letter must be attached.

By providing the above information correctly, your invoices can be routed for approval on a timely basis. Due dates will be time stamped from the point a complete invoice is received by the Accounts Payable email box. Failure to follow the instructions outlined above may result in delays in payment.

Please note that only INVOICES should be sent to this EMAIL address. Statements, past due invoice copies or overdue notices should continue to be forwarded to the general accounts payable email address – accounts.payable@gtaa.com

Thank you,

GTAA Accounts Payable Team