

NOTICE TO ALL SUPPLIERS

The following invoice requirements are in effect for all invoices submitted to ATCO. Please ensure adherence to these invoice guidelines to enable timely payment of your invoice(s).

Complete and accurate information is required for payment. Failure to meet any of the following invoice requirements may result in the rejection of your invoice and delay in payment.

Required	ACCOUNTS PAYABLE EMAIL:
Bill to ATCO company	The invoice must be addressed to the legal entity you are working for. If you have been issued a purchase order, it is the Bill-to-Organization. If you have completed work without a purchase order, you must receive this information from the person who authorized the work. A list of ATCO legal entities has been included below for your reference.
Vendor Name and Remit-to Address	Complete your company name, remit-to address and current contact information (email address preferred).
Invoice Date	Many date formats exist; the preferred format is MMM-DD-YYYY or DD-MMM-YYYY.
Invoice Number	This number must be unique.
Total Amount Due	The total amount due needs to include the currency.
ATCO Contact Name	The invoice must contain the full name of the ATCO contact.
Purchase Order Number (if applicable)	If the invoice is related to a purchase order, the purchase order number must be on the invoice, including associated line item number(s) with corresponding: <ol style="list-style-type: none"> 1. Quantity 2. Unit of Measure 3. Price per Unit
Line Items	Description of goods or services with quantities, unit prices and amounts per line.
Vendor Registration Number	Supplier's registration number for any applicable taxes (GST/HST/Sales Tax).

Submitting an Invoice

Invoices must be sent to the corresponding Accounts Payable email address provided in the table below. Please ensure the following:

1. One invoice per attachment.
2. Invoices should only be submitted once.
3. Invoices are best sent in PDF format. Other acceptable document types are Word, Excel, TIFF, TIF, TXT.
4. Do not include any invoice specific information in the body of the email itself, as it will not be captured in the processing.
5. Attachments should not exceed 2MB. Please consider sending drawings, pictures and other documents not specifically required for invoices directly to your ATCO contact person.
6. If you have been paid by a corporate purchase card, please do not submit an invoice.

These invoice submission emails are only for invoice submission; no marketing materials or general inquiries should be sent to these email addresses. Should you have any questions concerning the above requirements, please contact the AP team at: [ATCO Accounts Payable](#).

Rejected Invoices

Invoices that do not meet the invoice requirements may be returned to the vendor with a notice stating the reason(s) for rejection. It is the vendor's responsibility to re-submit the invoice with proper information in a timely manner.

Where to Submit Your Invoice

ATCO ENTITY:	ACCOUNTS PAYABLE EMAIL:
ATCO Structures & Logistics Ltd. and ATCO Hunter Blast Shelters Ltd.	apsc@atco.com
ATCO Frontec Ltd	apfcinv@atco.com
ATCO Frontec USA	apfcinvusa@atco.com
ATCO Gas Distribution	apgas@atco.com
ATCO Pipelines (Gas Transmission)	appipelines@atco.com
ATCO Electric Transmission, incl. AB Power LP	apaet@atco.com
ATCO Electric Distribution	apaed@atco.com
ATCO Energy Ltd (ATCOenergy), incl. ATCO BFK Café & ATCO Blue Flame Kitchen	apenergy@atco.com
ATCO Corporate, incl. ATCO Ltd, CU Inc, ATCO Investments Ltd & ATCO Technology Management Ltd	apcorporate@atco.com
ATCO Ltd – Common Groups, incl. ATCO Customer Service & ATCO Infrastructure Services	apacs@atco.com
ASHCOR Technologies Ltd	apnuc@atco.com
ASHCOR USA Inc	apnuu@atco.com
ATCO Next Energy (formerly ATCO Energy Solutions), ATCO Renewables (formerly AP2010), Barlow Solar Park Ltd, Deerfoot Solar Park Ltd, DeerfootBarlow Solar LP, Forty Mile Granela Wind LP, Forty Mile Solar LP, Adelaide Wind LP, ATCO Alberta Storage Hub Ltd, & ATCO Infrastructure Solutions	apaes@atco.com
Strathcona Storage LP	apssl@atco.com
ATCO Electric Yukon	apaey@atco.com
Northland Utilities Yellowknife (NUY)	apnuy@atco.com
Northland Utilities Hay River (NWT)	apnwt@atco.com