

MOUNT ROYAL UNIVERSITY - INVOICING PROCEDURES

Sellers are expected to comply with (MRU) Mount Royal University's Invoicing Procedures. The information contained on the invoice/progress claim must agree with the information given at the time of order, on the purchase order or on the blanket order document, (i.e., description of items, unit of measure, unit price, etc.).

**Please ensure that the following information is included on all invoices/progress claims.
Each invoice is to contain information from one order only.**

- **MRU issued Vendor ID Number**
- **Invoice Date and Number**
- Purchase/Blanket/Standing Order Number
- MRU Project Number (if applicable)
- Description of Item/Service or Work being invoiced
- Product Name and/or Catalogue Number (if applicable)
- Unit Price and Discount Information
- Quantity Shipped & Quantity Backordered (if applicable)
- Freight Cost (if applicable, must include Bill of Lading or other receipt)
- All applicable Taxes (GST, HST, etc.)
- **GST/HST Registration Number**
- **CURRENCY** - Invoice Total Amount Due **must clearly state "Payment Currency"** and **must match** currency provided on Quotation and PO.

FINAL INVOICE

All final invoice, final progress claim and final holdback invoice must be labeled "**Final Invoice**". This will prevent A/P to have to contact the appropriate Department to find out the status of the contract which **can delay the release of your final payment**.

The following will apply for CONSTRUCTION PROJECT CONTRACTS OVER \$200,000

- Holdback Amount - Show holdback amount as a separate line item (excluding GST)
- GST should be shown on the full amount of the progress payment
- WCB Clearance letter and Statutory Declaration (**must be attached to the progress claim**)
- Certificate of Payment (**if applicable, follow the process stated below**).

CONSTRUCTION PROJECTS REQUIRING CERTIFICATE OF PAYMENT PROCESS FOR PROGRESS CLAIM INVOICE

- All Draft Progress Claim must be submitted directly to the **Architect/Engineer/Consultant** for review and approval and a copy to MRU Project Manager for information.
- **Architect/Engineer/Consultant** will review and issue Certificate of Payment to Contractor.
- Contractor will then send **Original Final Progress Claim Invoice to MRU Accounts Payable, including all backup documentations, WCB Clearance letter, Statutory Declaration and Certificate of Payment**.
- **For holdback release**, in addition to the above, the invoice must include a Substantial Completion Certificate.

TO ENSURE PROMPT PAYMENT MAIL OR EMAIL ALL INVOICES TO:

Mount Royal University
Accounts Payable Department OR VIA EMAIL AT: accountspayable@mtroyal.ca
4825 Mount Royal Gate SW
Calgary, AB T3E 6K6

MRU STANDARD PAYMENT TERMS (NEW)

- 1) **A2P enrolled - Net 7 days** from receipt of complete invoice package by Accounts Payable.
- 2) **All other payment types - Net 30 days** from receipt of complete invoice package by Accounts Payable.

PAYMENT METHODS - MOUNT ROYAL Pays by: (NEW)

- 1) **Preferred method - A2P Virtual CAD MasterCard**. The A2P file is processed every Tuesday. You will receive an email notification with the card information and details of payment from BMO. You have 15 days to process the MasterCard.
- 2) **Direct Deposit (EFT/ACH)** - The EFT/ACH file is processed every Thursday. You will receive an email notification on Thursday or Friday with payment details.

INVOICE WITHOUT A PO NUMBER

Please note that all invoices without a PO number will be returned to the vendor for correction. Mount Royal will not be responsible for delay in receiving payment of invoices without a PO number. Please contact the ordering department if you require information.

ADJUSTED/REVISED INVOICES

MRU does not pay adjusted invoices. If you have issued an invoice to MRU that must be adjusted, please issue a credit note and reissue in the corrected amount with a new invoice number. Any discrepancies will result in delay of payment and must be settled before the invoice is paid by Accounts Payable.

CREDIT CHARGES

MRU does not pay credit charges or interest levied by a seller under any circumstances. For further information on Mount Royal Terms and Conditions, please refer to the Standard Conditions of Purchase attached to your purchase order.

PAYMENT HOLD

MRU may set up a Payment Hold in your account when we do not have a current proof of Insurance in our system or if your WCB has been declined. Please forward updated proof of insurance and WCB Clearance letter to the purchasing@mtroyal.ca and the payment will be released on the next available payment run.

PAYMENT INQUIRIES Send an email to A/P General Inbox: accountspayable@mtroyal.ca

Please forward this memo to the appropriate department within your business to ensure your record is updated with these terms and processes. (Version: 2021Oct06)