



Parkland Corporation Invoice Requirements

To ensure timely processing of your invoices for payment, please ensure that all the information noted below is provided on your invoice. Any missing information may result in late payment.

Information about your company:

- Supplier details
- Supplier name
- Supplier remit to address
- Supplier contact information
- Tax registration number(s)
- Invoice details
- Unique invoice number
- Invoice date
- Invoices should not be future dated or back dated
- Where possible, write out the invoice month. Numeric formats may cause delays in input
- and inaccurate information in our system.
- Terms of payment

Parkland Corporation (Parkland) specific information

This information should be provided by your Parkland representative that requested the materials or services. This information is commonly found on your purchase order. Please contact your Parkland representative to obtain any missing information.

- Correct Parkland legal entity name
- Only one Parkland legal entity per invoice
- For purchase order (PO) invoices, reference the legal entity provided on the PO document
- Parkland contact name
- **Coding**
To facilitate payment, a PO or alternate coding is required. Prior to engaging in work with, or shipping materials to Parkland, it is highly recommended to secure an accurate Parkland PO (where possible). If any of the following information is missing, please contact your Parkland representative.

For PO invoices:

- PO number (limit of one PO per invoice)
- PO line item numbers and descriptions of service or material



Information about the charges you are billing:

Item Details

- Clearly identify on the document whether it is an invoice or credit
- Credits should reference the original invoice being credited (where applicable)
- Description and dollar amount of each charge (excluding tax)
- invoice subtotal amount (pre-tax)
- Total Invoice amount (subtotal amount + tax amount)
- Currency

Tax Information

- Applicable tax amounts divided into categories (GST, PST, HST, QST, VAT, city, state, country)
- If charging tax, provide the appropriate tax registration number:
 - GST/HST registration number if charging GST/HST
 - QST registration number if charging QST
 - VAT identification number if charging VAT

Non-Resident Tax Information

Applicable if you are a non-resident of the Parkland entity's country of business.

The Canadian Revenue Agency requires Accounts Payable (AP) to withhold a percentage of payments made to foreign payees for services rendered in Canada for Canadian legal entities.

Thus, non-resident vendors must provide the following breakdown on their invoices:

- Total amount of services performed in Canada
- Specify which services were performed in Quebec (if applicable)
- Total amount of services outside of Canada/USA
- Total amount of materials
- Total amount of expenses
- Total amount of rent, lease, and/or interest fees
- Total amount of software and/or license fees

Supporting Documents

Supporting documentation must be provided to support and justify the charges being invoiced. This should include any available and relevant documentation including, but not limited to:

- Proof of material/service receipt such as:
 - waybill or bill of lading
 - field Tickets/Time sheets/Labor Equipment and Material Sheet (LEMS)
 - payment certificate
- Third party invoices related to expenses



Parkland USA Invoice Requirements

To ensure timely processing of your invoices for payment, please ensure that all the information noted below is provided on your invoice. Any missing information may result in late payment.

Information about your company:

- Supplier details
- Supplier name
- Supplier remit to address
- Supplier contact information
- Taxpayer/Employer Identification Number (TIN/EIN)
- Invoice details
- Unique invoice number
- Invoice date
- Invoices should not be future dated or back dated
- Terms of payment

Parkland USA specific information

This information should be provided by your Parkland representative that requested the materials or services. This information is commonly found on your purchase order. Please contact your Parkland representative to obtain any missing information.

- Correct Parkland legal entity name
- Only one Parkland legal entity per invoice
- For purchase order (PO) invoices, reference the legal entity provided on the PO document
- Parkland contact name
- **Coding**
 - To facilitate payment, a PO or alternate coding is required. Prior to engaging in work with, or shipping materials to Parkland, it is highly recommended to secure an accurate Parkland PO (where possible). If any of the following information is missing, please contact your Parkland representative.

For PO invoices:

- PO number (limit of one PO per invoice)
- PO line item numbers and descriptions of service or material

Information about the charges you are billing:



Item Details

- Clearly identify on the document whether it is an invoice or credit
- Credits should reference the original invoice being credited (where applicable)
- Description and dollar amount of each charge (excluding tax)
- invoice subtotal amount (pre-tax)
- Total Invoice amount (subtotal amount + tax amount)
- Currency

Tax Information

- Applicable tax amounts divided into categories (fuel, city, state, country)

Supporting Documents

Supporting documentation must be provided to support and justify the charges being invoiced. This should include any available and relevant documentation including, but not limited to:

- Proof of material/service receipt such as:
 - waybill or bill of lading
 - field Tickets/Time sheets/Labor Equipment and Material Sheet (LEMS)
 - payment certificate
- Third party invoices related to expenses