



**Kwantlen Polytechnic University**  
**Financial Services- Accounts Payable**

## **Invoicing Procedures**

Sellers are expected to comply with (KPU) Kwantlen Polytechnic University's invoicing procedures. The information contained on the invoice 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.).

To ensure prompt payment mail invoices to:

**Kwantlen Polytechnic University**  
**Accounts Payable Department**  
**20901 Langley Bypass**  
**Langley, BC V3A 8G9**

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

- invoice date
- purchase/blanket order number
- description of item or service
- quantity shipped
- quantity backordered (if applicable)
- freight cost (if applicable, must include Bill of Lading or other receipt)
- product or catalogue number (if applicable)
- unit price
- discount information
- goods & services tax (GST)
- GST registration number
- Total amount due **must clearly state payment currency** required.

**For Construction Projects, in addition to the above information, all progress invoices are to include the following:**

- KPU project number
- holdback amount
  - show holdback amount as a separate item (excluding GST)
  - GST should be shown on the full amount of the progress payment
- WCB Clearance

### **Kwantlen's Standard Payment Terms**

Net 30 days from receipt of invoice.

### **Adjusted/Revised Invoices**

KPU does not pay adjusted invoices. If you have issued an invoice to KPU 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**

KPU does not pay credit charges or interest levied by a seller under any circumstances.

**Payment inquiries**, please send an email to: [accounts.payable@kpu.ca](mailto:accounts.payable@kpu.ca)

**Note:** Please forward this memo to the appropriate department within your business to ensure your records are updated to reflect the terms and conditions of the Purchase Order.