

Accounts Payable Invoices

VENDOR INVOICE REQUIREMENTS

The following invoice requirements are in effect for all invoices submitted to The Corporation of the City of Mississauga. Complete and accurate information is required for payment.

- Full Legal Name** - The Corporation of the City of Mississauga must be on all invoice(s)
- Bill To Address** – 300 City Center Drive (see above)
- City's Invoicing Contact Name** - (full name required)
- Ship To Address** - The address where the goods was sent or services completed
- Full Legal Name of Vendor and Remittance address** – Complete your legal company name, remit-to address and current contact information
- Invoice Date** – must be on all invoices
- Invoice Number** – must be unique
- Total Amount Due** – Including currency
- Description of Goods or Services** – Including all supporting documentation
- Work Order Number** (where applicable) – Including associated line number(s) with corresponding amounts
- Purchase Order** (where applicable it will be 10 digits) Including associated line item number(s) with corresponding:
 - Quantity
 - Unit of measure
 - Price (cost per item and extended cost) as outlined in the purchase order
- GST/HST Number with Total GST/HST Paid** (where applicable) – Any sales tax amounts being charged must be shown as a separate item on the invoice
- Clearly label "INVOICE" or "CREDIT"** – Credits must reference original invoice number
- Payment Terms** – The City follows standard of net 30 days unless otherwise agreed upon within a contract

Submitting an Invoice (E-mail) – The City has a paperless ‘email to scan’ process. All invoices sent by email must be sent to cityofmississauga_invoicecapture@concur solutions.com and adhere to the following guidelines:

- One invoice per attachment, files can’t exceed 10 MB and must be legible with high contrast.
- Acceptable document types are .tif/.tiff; .jpeg/.jpg; .png; .pdf (with XFA; with embedded fonts); .doc/.docx; .xls/.xlsx; .eml (file saved using MS Outlook); winmail.dat; .csv
- All required invoice details (as per the invoice requirements) must be recorded on the invoice. Do not include any invoice specific information in the body of the email itself as it will not be captured in the processing.

Submitting an Invoice (Mail) – Mail your invoice and any supporting documents to:

The Corporation of the City of Mississauga
C/O Concur Invoice Capture
10700 Prairie Lakes Drive
Eden Prairie, MN 55344

Invoices should be printed on plain paper using black ink. Please do not use staples or paperclips.

Do **NOT** send the following through this email:

- Statements
- Past Due notices
- File types that are not supported, e.g. compressed and media files
- Do not send Duplicate invoices or reminder invoices
- Invoice with more than 30 back up pages
- Quotations
- Estimates (unless relating to an invoice submitted at the same time)
- Work or Purchase orders (unless relating to an invoice submitted at the same time)
- Invoice with recycled invoice numbers – please use an original invoice number
- Communication or announcements – must be sent directly to The Corporation of the City of Mississauga mailing address
- Do not send links to invoices or other documents in the email, they will not be read
- Payment confirmation
- Zip files

Changing your company information:

If your company is changing its name, or it’s been involved in a merger or acquisition, complete a [Declaration of Vendor Name Change](#).

Email these documents to purchasing@mississauga.ca.

If your company is changing its address or phone number, send a letter on your corporate letterhead from an authorized company officer.

Email these documents to ap.central@mississauga.ca.

Payment methods:

There are a few different ways you can choose to be paid.

By Visa payment automation

To sign up for VISA Payables Automation (VPA), email us at ap.central@mississauga.ca or call 311 (905-615-4311 outside City limits).

By electronic funds transfer (EFT)

To sign up for electronic funds transfer, complete the [EFT agreement](#) and either a void cheque or an official letter from your bank.

Email your documents to ap.central@mississauga.ca. In the subject line of your email include 'EFT' and your company name.

Where to go for help:

- Should you have any questions concerning the above requirements please contact the appropriate Accounts Payable Department: ap.central@mississauga.ca
- For enquiries, please contact our Citizen Contact Centre at 311 when within Mississauga City limits, or 905-615-4311.
- Please visit our webpage at [Invoices and payments – City of Mississauga](#) for more information and other Accounts Payable enquiries.

City of Mississauga Corporate Services, Finance Division