Peel Region

Peel Region
Finance, Accounts Payable
10 Peel Centre Dr, Suite B
Brampton, ON L6T 4B9

Accounts Payable Invoices

Vendor Invoice Requirements

The following invoice requirements are in effect for all invoices submitted to Peel Region. Complete and accurate information is required for payment.

☐ **Full Legal Name** – "The Regional Municipality of Peel" must be on all invoice(s)

☐ **Bill To Address –** 10 Peel Centre Dr, Suite B, Brampton ON L6T 4B9

☐ **Peel Region's Invoicing Contact Name -** (full name required)

☐ **Ship To Address -** The address where the goods were 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 –** Our payment terms are net 30 days for Peel Region vendors and net 60 days for Peel Housing Corporation vendors.

☐ **Submitting an Invoice (E-mail) -** Send your invoice to the employee contact who placed the order for the service, merchandise, or both, using the address provided at the time of purchase ensuring all invoice requirements (listed above) are in place. Please ensure the details of the employee who placed the order are included on the invoice.

Changing your address or phone number

1. Prepare a letter on your company's official letterhead, outlining the details of the changes. Ensure the letter is signed by an authorized company officer and addressed to the attention of the Vendor Input Coordinator.
2. Email these documents to vendors@peelregion.ca
3. Expect a phone call from us confirming the change.

Payment methods

Peel Region's primary method of payment is Electronic Funds Transfer (EFT).

To set up a new account or update existing banking information, please adhere to the following guidelines:

1. Download the Form: Complete the Accounts Payable Application for Electronic Funds Transfer (EFT) Form.
2. Authorized Signatures: Ensure that the form is signed by two (2) authorized company officers.
3. Supporting Documentation: Attach a void cheque to your application.
4. Submission: Email the completed form and void cheque to vendors@peelregion.ca

We will call and email you to confirm the change in your banking information.

Once your account is set up, you will automatically receive an e-mail outlining the details of the upcoming payment.

Preventing and Reporting Vendor Fraud

If your email or bank account has been compromised.

If you know or suspect that your email or bank account has been compromised, take immediate action by emailing zzg-vendors@peelregion.ca; please ensure to mention **"URGENT"** in the subject line. Be sure to include the details of the suspected fraud. Notifying us can help prevent potential losses. The Accounts Payable team will follow up with next steps.

Updating banking information after fraud

If you suspect fraudulent activity in your bank account, please refer to setting up or changing your EFT information for guidance on updating your banking details.