CBC/Radio-Canada's Supplier Invoicing Standard

Listed below are the invoice requirements for billing CBC/Radio-Canada.

Please ensure the following information is clearly presented on invoices as described below:

IMPORTANT: Failure to comply with these requirements may result in payment delays or returned invoices.

I. SUPPLIER INFORMATION

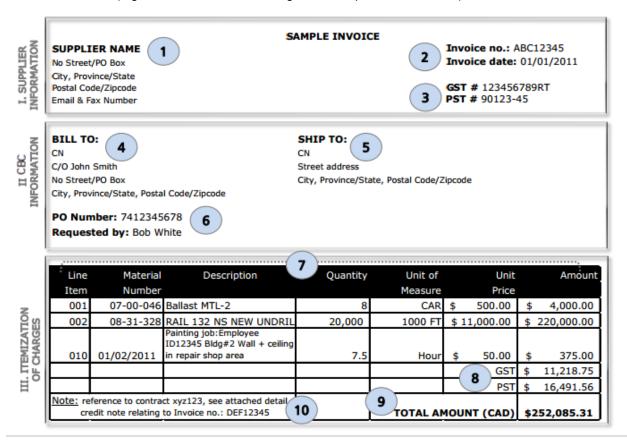
- 1. Company name, email address, complete business address and correct remit to mailing address.
- 2. Invoice number and date.
- 3. Invoices with Canadian tax charges must include tax registration number(s).

II. CBC/RADIO-CANADA INFORMATION

- 4. "Bill to" name and address with a CBC/RADIO-CANADA contact name.
- 5. "Ship to" address where the goods were delivered or where the service was performed.
- 6. CBC/Radio-Canada's Purchase Order (PO) number (10 digits). For a non PO purchase, the name of the person who requested the goods or service must be provided.

III. ITEMIZATION OF CHARGES

- 7. Detailed description of good purchased or services performed.
- 8. Tax charges must be itemized according to type of tax (e.g. GST, PST, QST, HST).
- 9. Amount due with currency.
- 10. Invoice notes (e.g. reference to a contract agreement, special instructions).



CBC/Radio-Canada's Supplier Invoicing Standard

