



**To all Canadian Pacific Railway suppliers:**

Please note that starting **January 29, 2014 all invoices to Canadian Pacific must be submitted electronically**. This is being done in order to streamline the approval and payment processes. You may submit your invoices using one of the following options:

- **By Electronic Data Interchange (EDI)** - the preferred way to transmit invoices for payment when a purchase order (PO) is used. The format is standardized, thereby, minimizing risk of errors and virtually eliminating delays. If you are not set up to transmit invoices via EDI, you can use Online Rail Industry Supply System (ORISS), an internet based solution. For more information on EDI and/or ORISS and how to get set up, please contact [SSD\\_EDI@cpr.ca](mailto:SSD_EDI@cpr.ca);
- **By E-mail** – Non-PO Invoices can be submitted to our Vendor Invoice Management system (**VIM**) as attachments, in PDF format.
  - An e-mail can include numerous invoices, but each PDF file must contain one invoice only (10MB max size). Submissions containing multiple invoices in a single PDF will be returned to the vendor.
  - An approver's user id must be on the invoice supplied to you by the buyer
  - **Resolution** – All invoices must be of a **300 DPI** resolution or better and not over **10MB** in size
- **By FAX** – Fax submissions for Non-PO invoices will be routed through VIM as well; one invoice per transmission
- If you choose to submit invoices via E-mail or FAX, separator sheets will be needed to separate the invoice from backup details. The separator sheet is attached to this document below.
- <http://www.cpr.ca/en/about-cp-site/Documents/invoice-separator-sheet.pdf>
- **Direct Feed** – Spreadsheet invoices – Contact your buyer for more information

Invoices previously submitted to other CP parties must now be submitted to one of the Accounts Payable locations below for prompt payment. Non-Purchase Order (CP USER ID REQUIRED ON INVOICE) and PO – Purchase Order Invoices need to be sent to the following recipients:

	<b>Addressed to Canadian Pacific</b>	<b>DM&amp;E Railroad</b>	<b>Addressed to SOO Line Railroad and DH Railway</b>
<b>E-mail (VIM)</b>  <b>Non-PO</b>	English: <a href="mailto:CPR_APENCA@cpr.ca">CPR_APENCA@cpr.ca</a> French : <a href="mailto:CPR_APFRCa@cpr.ca">CPR_APFRCa@cpr.ca</a>	<a href="mailto:CPR_APENUS@cpr.ca">CPR_APENUS@cpr.ca</a>	<a href="mailto:CPR_APENUS@cpr.ca">CPR_APENUS@cpr.ca</a>
<b>Fax Non-PO</b>	English : 1-855-625-9170 French : 1-855-625-9171	1-855-625-9172	1-855-625-9172
<b>Mail (not for submitting invoices)</b>	Canadian Pacific Accounts Payable Building #7, 478 McPhillips St, Winnipeg, MB R2X-2G8	DM&E Railroad Accounts Payable Building #7,478 McPhillips St, Winnipeg, MB R2X-2G8	SOO Line Railroad or DH Railway Accounts Payable 120 South 6TH Street, Suite 500 Minneapolis, MN 55402
<b>Inquiries for Non-PO Invoices</b>	E-mail : <a href="mailto:CPR_AP_CA_Inquiries@cpr.ca">CPR_AP_CA_Inquiries@cpr.ca</a> Phone : 1-800-463-3280	E-mail : <a href="mailto:CPR_AP_CA_Inquiries@cpr.ca">CPR_AP_CA_Inquiries@cpr.ca</a> Phone : 1-800-463-3280	E-mail : <a href="mailto:US_Accounts_Payable@cpr.ca">US_Accounts_Payable@cpr.ca</a>
<b>Purchase Order Invoices</b>	<a href="mailto:FA00738@cpr.ca">FA00738@cpr.ca</a> (Material POs)  <a href="mailto:FA00569@cpr.ca">FA00569@cpr.ca</a> (Service POs A-K vendors)  <a href="mailto:FA00571@cpr.ca">FA00571@cpr.ca</a> (Service POs L-Z vendors)	<a href="mailto:FA00738@cpr.ca">FA00738@cpr.ca</a> (Material POs)  <a href="mailto:FA00569@cpr.ca">FA00569@cpr.ca</a> (Service POs A-K vendors)  <a href="mailto:FA00571@cpr.ca">FA00571@cpr.ca</a> (Service POs L-Z vendors)	<a href="mailto:FA00566@cpr.ca">FA00566@cpr.ca</a>  SOO line and D&H Material and Service POs
<b>Inquiries for PO Invoices</b>	<a href="mailto:FA00738@cpr.ca">FA00738@cpr.ca</a> (material POs)  <a href="mailto:FA00569@cpr.ca">FA00569@cpr.ca</a> (Service POs A-K vendors)  <a href="mailto:FA00571@cpr.ca">FA00571@cpr.ca</a> (Service POs L-Z vendors)	<a href="mailto:FA00738@cpr.ca">FA00738@cpr.ca</a> (material POs)  <a href="mailto:FA00569@cpr.ca">FA00569@cpr.ca</a> (Service POs A-K vendors)  <a href="mailto:FA00571@cpr.ca">FA00571@cpr.ca</a> (Service POs L-Z vendors)	<a href="mailto:FA00566@cpr.ca">FA00566@cpr.ca</a>  SOO line and D&H Material and Service POs

## Invoice Data Requirements:

As part of the above change, invoices must include the following data elements:

- **Purchase Order invoices (45 and 99 series):** The PO number must be clearly printed on the invoice and by email to the locations listed above.
  - **PO4S (42 series PO's):** follow process supplied to you by your buyer and invoices emailed to:
    - **Canada and US - DME Railroad:** Vendors A-K ([FA00569@cpr.ca](mailto:FA00569@cpr.ca)) or Vendors L-Z ([FA00571@cpr.ca](mailto:FA00571@cpr.ca))
    - **US (SOO Line & DH):** [US\\_AccountsPayable@cpr.ca](mailto:US_AccountsPayable@cpr.ca) or [FA00566@CPR.CA](mailto:FA00566@CPR.CA)
- Note: If a number that does not start with 45, 99, 42 or 40 and is not 10 characters, it is not a valid CP PO #, therefore, please ensure your buyer supplies you with a user id and submit as a non-PO.**
- **Non Purchase Order invoices** - The CP user ID must be indicated on the invoice. This can be provided by the CP employee who ordered the goods or services.
    - The e-mail address of the approver must be *typed*, in this format: **userid@cpr.ca** (for example [ABC0001@cpr.ca](mailto:ABC0001@cpr.ca) – three alphas, followed by 4 numeric digits, followed by “@cpr.ca”), this will enable routing of the invoice for approval. **It is critical information to be included on a Non-PO invoice to process it or the invoice will be returned to the vendor for missing information and possibly delaying payment. DO NOT** hand-write the user id, as it must be typed/printed on the invoice to be read by the optical scanner.
  - **CP Incident Number** – If the invoice is related to an incident, the incident number will need to be requested from the CP employee who ordered the services related to an incident and typed on the invoice.

**\*\*\*ANY INVOICE NOT SENT TO THE RIGHT LOCATION WILL BE RETURNED TO THE VENDOR\*\*\***

### Payment by Electronic Funds Transfer (EFT)

CP is in the process of transferring suppliers from check to EFT. You may have already been contacted regarding this, if not, please go to [www.cpr.ca](http://www.cpr.ca) to obtain the instructions and required form or choose from the embedded files:

<http://www.cpr.ca/en/about-cp-site/Documents/vendor-master-maintenance-request.xlsx>

<http://www.cpr.ca/en/about-cp-site/Documents/us-eft-enrollment-form.doc>

<http://www.cpr.ca/en/about-cp-site/Documents/canadian-eft-enrollment-form.doc>

Please submit your EFT forms to: [AP\\_EFT@cpr.ca](mailto:AP_EFT@cpr.ca) **(the vendor master form is to only be used, if you are not currently set up as a vendor with CP)**

This is an opportunity for you to further speed up payments by avoiding mail delays for cheques and have the money deposited directly into your bank account and ensure we are meeting the agreed upon terms of payment.

The above changes are part of a program to streamline and improve business processes between Canadian Pacific and our vendors. We appreciate your support in this effort.

