



Finning Canada
Accounts Payable

Dear Supplier,

Finning Canada is committed to improving the way we engage with our suppliers to purchase goods and services. We are reaching out to our suppliers to remind them that without a Purchase order, invoice payment cannot occur. Due to the number of invoices, we receive from suppliers that have no PO (Purchase Order) referenced, we are enforcing compliance with our standard terms and conditions.

Referencing a purchase order is strictly mandatory when invoicing Finning (Canada).

Finning’s policies are in place to ensure that goods and services delivered to us have been ordered in accordance with our Procurement Policy and are properly authorized by an employee with the authority to make a commitment on behalf of the Company.

Both Finning and our suppliers benefit from the use of purchase orders. The purchase order is an approval to the supplier to proceed with order fulfillment. It also ensures that the supplier receives all the necessary invoice information, which minimizes the risk of extra administration and payment delays.

Please make sure that you, as a supplier, always ask Finning to initiate a Purchase Order as soon as the request to supply us with goods and/or services has occurred. Supplying goods and/or services prior to PO (Purchase Order) issuance and invoicing without a PO will result in the rejection of the invoice. If you are notified of an invoice rejection, you will be required to obtain a valid PO and resubmit a current invoice with the PO listed to invoices@finning.com

Finning purchase orders are 7 digits long and begin with a 3, 7, 8, or 9 or with a P if transacting through Ariba.

Upon invoice submission, please ensure it references a valid PO and that you submit the invoice to the appropriate email address, which is noted on the PO. As well, we encourage suppliers to send Account statements in an excel format to accountspayable@finning.com

Thank you for your support and for being a valued Finning supplier.

Yours truly,

Jamie Vandersteen
Procurement and Supplier Management Director
Finning Canada

Although this pertains to Finning International and its subsidiaries, **this letter provides details specific to Purchase Orders related to Finning (Canada) AB, BC, NT, YT**

