



APTN Invoice Procedure

March 2024

To ensure timely processing of your invoice, APTN's Finance department would like to outline some key points regarding our invoicing procedure.

If the information below is missing from the invoice, or incorrectly marked, the invoice may be voided, and the missing information requested on a new invoice. This will **delay** your payment.

When remitting an invoice, please note the following:

- One copy of the invoice is to be emailed to accountspayableprg@aptn.ca
- Submit your invoice to reflect the payment terms as written in your Licence Agreement, allowing for a minimum of 4 weeks processing time. Please submit your invoice as early as possible once your deliverables are complete, **before the 15th of each month**; i.e., if your invoice is payable in September, submit by August 15th.
- Please do not submit multiple contracts or drawdowns on the same invoice; each drawdown should be invoiced separately **and 30 days apart**. We do not pay drawdowns out of sequence.
- Payments will be processed at the end of each month.
- All new producers or productions are required to complete the APTN New Vendor Form., Please complete the section titled "Electronic Payment Information".
- If your company is a registered charity or you are not required to collect GST as you qualify as a small supplier, please complete the section on GST as directed in the New Vendor Form. If you are uncertain whether you qualify as a Small Supplier the following link will take you to the [CRA Small Supplier limit calculation site](#):
- If you are a **non-resident** of Canada (for acquisitions) your invoice will be subject to Non-resident tax. Please visit the [Non-Resident Tax Withholding, Remitting, and Reporting site](#)
- Every invoice should include:
 - a) Program title, Season/Series
 - b) Invoice number - please give all invoices unique and identifiable numbers
 - c) Accurate date of submission. If the date on the invoice is not current to the submission date, the invoice may be voided
 - d) Avatega# (located on the PPLA, PALA, or DFA)
 - e) Any information pertaining to an A&D / identity of the payee (i.e. your production company or your bank)
 - f) All invoices, if applicable, will reflect the federal GST rate of 5% and include the GST registration number



World's First National Indigenous Broadcaster

All invoices should have APTN's Winnipeg office address as noted below.
APTN will only pay on the original invoice received; email submission is preferred.

Please remit all invoices, and any questions you may have to: accountspayableprg@aptn.ca

Address: APTN
339 Portage Avenue
Winnipeg, Manitoba
R3B 2C3

Thanks for helping us, to get you set up for successful payments.