

# NO PO NO PAY | INVOICE SUBMISSION GUIDELINES

Nova Scotia Power is committed to improving the way it buys goods and services. A key change that will soon be implemented is a No PO No Pay policy (no purchase order no payment).

It is crucial that you use a Nova Scotia Power purchase order (PO) whenever you do business with NSP. When Nova Scotia Power makes a material or a service request, you should be given a PO. If you are not provided with a PO, please request one. The purchase order serves as a formal order (contract offer) for goods, materials and/or services from a supplier. A PO, after the final approval process, is a binding commitment for a company to remit payment to the supplier after they receives the goods or services listed.

Nova Scotia Power's Purchasing Policy requires all orders to have a purchase order number before shipment of the product or before rendering any services.

A packing slip is required with each shipment. Supplier packing slips and invoices must reference the purchase order number. Invoices that are received without purchase order information or with words "VERBAL" will NOT be paid by NSP and the invoice will be returned to the supplier. Also, requisition numbers are not a valid authorization to purchase or order goods and services.

## The process for obtaining a purchase order is as follows:

1. NSP employees who are authorized to order goods and services must first obtain a quote from approved/awarded suppliers.
2. NSP employee enters a requisition based on the quote.
3. Purchasing department issues a purchase order based on the quote and requisition.
4. Purchase order is sent to supplier.
5. Supplier delivers product or performs services – limited to scope and quantities on the purchase order. Prior approval required for change orders to scope and quantities. Do not deliver or perform above the PO unless the change has been noted on the purchase order.
6. Supplier submits invoice to Accounts Payable, with the purchase order number printed on the invoice.
7. NSP pays the invoice (normal NET 35) from date of receipt of invoice, unless there are alternative negotiated terms.

# NO PO NO PAY | INVOICE SUBMISSION GUIDELINES

All orders must be delivered to the appropriate NSP location on the purchase order and not to any other personnel or department.

## Submitting invoices to Accounts Payable:

Submit your invoice directly to Nova Scotia Power Accounts Payable by:

- Email (preferred submission method)
- Regular mail or courier

### Email (preferred submission method)

- Email invoices (as PDF attachments) to AP at [invoices@nspower.ca](mailto:invoices@nspower.ca)
- Limit one invoice per email (do include all relevant backup information)

### Regular mail or courier

1223 Lower Water Street  
PO Box 910  
Halifax, NS B3J 3S8  
Accounts Payable

### Note

- Payment terms begin on the date the invoice is received by NSP Accounts Payable, *not* the date on the invoice.
- This document is intended for suppliers that provide materials and/or services to NSP, and it includes the details suppliers are required to complete for each invoice. Completed invoices are submitted directly to NSP Accounts Payable.
- AP returns supplier invoices that do not meet the criteria described in this standard.
- For additional inquiries, please email [apinquiry@nspower.ca](mailto:apinquiry@nspower.ca)