



South Coast British Columbia
Transportation Authority



TransLink Security Management Ltd. or
Metro Vancouver Transit Police



Coast Mountain Bus Company Ltd.



British Columbia Rapid
Transit Company Ltd.



West Coast Express Limited

VENDOR INVOICE INSTRUCTIONS

Audience:	TransLink Entity Vendors
Purpose:	To ensure Vendors understand the quality standards required by TransLink Entity Accounts Payable that will result in timely and efficient processing of invoices. Invoices not meeting the requirements set out in these instructions will be returned unprocessed.
Information Included:	<ul style="list-style-type: none"> • What to show on your invoice? • Invoice template • Low Value Procurements • Where to Email Your Invoice

What to show on your invoice?

Include the following information on your invoice:

Item	Details
Vendor name	Name of the vendor that provides the goods or services. Note: the Vendor name must match the legal name or the remit to (commonly referred to as “doing business as (dba)”) name on the PO or Contract.
Invoice date	Date that you issue your invoice to a TransLink Entity (in accordance with the Vendor Contact).

Item	Details
Purchase order (PO) number or Contract number	<p>Number given to the vendor at the time of ordering.</p> <p>Vendors would have been provided either a PO or Contract number.</p> <p>PO number is 8-digits Contract number is 4-digits CMBC EAM PO number is 6-digits</p> <p>For reference, PO numbers start with the numbers below which are related to the following TransLink Entities:</p> <p>200: South Coast British Columbia Transportation Authority (TransLink) 300: Coast Mountain Bus Company Ltd. (CMBC) 400: British Columbia Rapid Company Ltd. (BCRTC) 500: West Coast Express Ltd. (WCE) 600: TransLink Security Management (TSML)</p> <p>Exceptions to the PO or Contract number requirements are as follows:</p> <ul style="list-style-type: none"> • Low Value Procurements • Financing fees, Insurance, Legal, Utilities, Governmental Permits or Fees
TransLink Entity Contact information	Email address and name of the TransLink Entity employee that received your goods or services
Subtotal (before taxes)	Dollar amount of the goods or services provided before taxes
Total	Invoice amount for all goods or services including applicable taxes
PST	PST amount on separate line
PST registration number	If PST registered with the Province of BC
GST/HST	GST/HST amount on separate line
GST/HST registration number	If GST/HST registrant
Foreign vendors	Outline the \$ amount of services provided in Canada (which will be subject to Canadian withholding tax)

Invoice Template

For reference, download our [invoice template](#) Word file (20 KB).

Low Value Procurements

Vendors may submit invoices directly to the TransLink Entity when the total value of the goods or services procured are for values less than (<) the thresholds listed below (subject that no PO or Contract number was issued by the applicable TransLink Entity).

TransLink Entity	Value less than <
South Coast British Columbia Transportation Authority (TransLink)	\$10,000
TransLink Security Management Ltd. (TSML)	
Coast Mountain Bus Company Ltd. (CMBC)	\$5,000

Where to Email Your Invoice

Email your invoice to the following applicable TransLink Entity (as identified in your PO or Contract):

TransLink Entity	Address	Email
South Coast British Columbia Transportation Authority (TransLink)	200 - 287 Nelson's Court New Westminster, BC V3L 0E7	accounting@translink.ca
TransLink Security Management Ltd. (TSML)	200 - 287 Nelson's Court New Westminster, BC V3L 0E7	finance@transitpolice.bc.ca
British Columbia Rapid Company Ltd. (BCRTC)	6800 – 14 th Avenue Burnaby, BC V3N 4S7	BCRTCAPClerks@translink.ca
West Coast Express Ltd. (WCE)	Suite 295 – 601 West Cordova Vancouver, BC V6B 1G1	WCEAccountsPayable@translink.ca
Coast Mountain Bus Company Ltd. (CMBC)	200 - 287 Nelson's Court New Westminster, BC V3L 0E7	ap@coastmountainbus.com