

**TO:** All Production Houses/Producers/Distributors  
**FROM:** APTN Finance Department  
**DATE:** February 2016  
**RE:** APTN Invoice Procedure

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

If you have any questions about the process, please contact us at [accountspayableprg@aptn.ca](mailto:accountspayableprg@aptn.ca).

If you are remitting an invoice;

Please include:

- One copy of the invoice emailed directly to APTN c/o [accountspayableprg@aptn.com](mailto:accountspayableprg@aptn.com) (\*\*no duplicates please)
- Submit your invoice to reflect the Payment Terms as written in your Licence Agreement allowing for; **at the very least 4 weeks** processing time. (*Please submit your invoice as early as possible once your deliverables are complete, **before the 15<sup>th</sup> of each month***)(If your invoice is payable in September submit by August 15<sup>th</sup>.)
- 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. If you are interested in Direct Deposit, please **complete the section titled "Electronic Payment Information"**. Please note we cannot pay an A&D through Direct Deposit at this time.
- 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. <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rqstrng/smlspplrclc-eng.html>

- If you are a **non-resident** of Canada (for acquisitions) your invoice will be subject to Non-resident tax. Please see this website for more info: <http://www.cra-arc.gc.ca/tx/nnrstdnts/ndvdl/nrs-eng.html>
- 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) BV# (located on the PPLA, PALA, or DFA)
  - e) Any information pertaining to an A&D, Identity of who the payee is on all invoices (i.e. your production company or your bank)
  - f) If you would like your cheque couriered to you, please indicate this on each and every invoice submitted, with the courier number and company. If the courier number is invalid, the cheque will be mailed.
  - g) All invoices if applicable will reflect the Federal GST rate of 5%, and include the GST/Tax #.
  - h) All invoices will use the APTN **Winnipeg** Address

APTN will only pay on "original" invoice received. (E-mail preferred)

Please forward all invoices to:

Aboriginal Peoples Television Network  
c/o Accounts Payable Programming  
Finance Department  
339 Portage Avenue  
Winnipeg, Manitoba  
R3B 2C3

VIA E-MAIL [accountspayableprg@aptn.ca](mailto:accountspayableprg@aptn.ca)

Thank you for your attention in this matter.

Regards,

**ABORIGINAL PEOPLES TELEVISION  
NETWORK INCORPORATED**