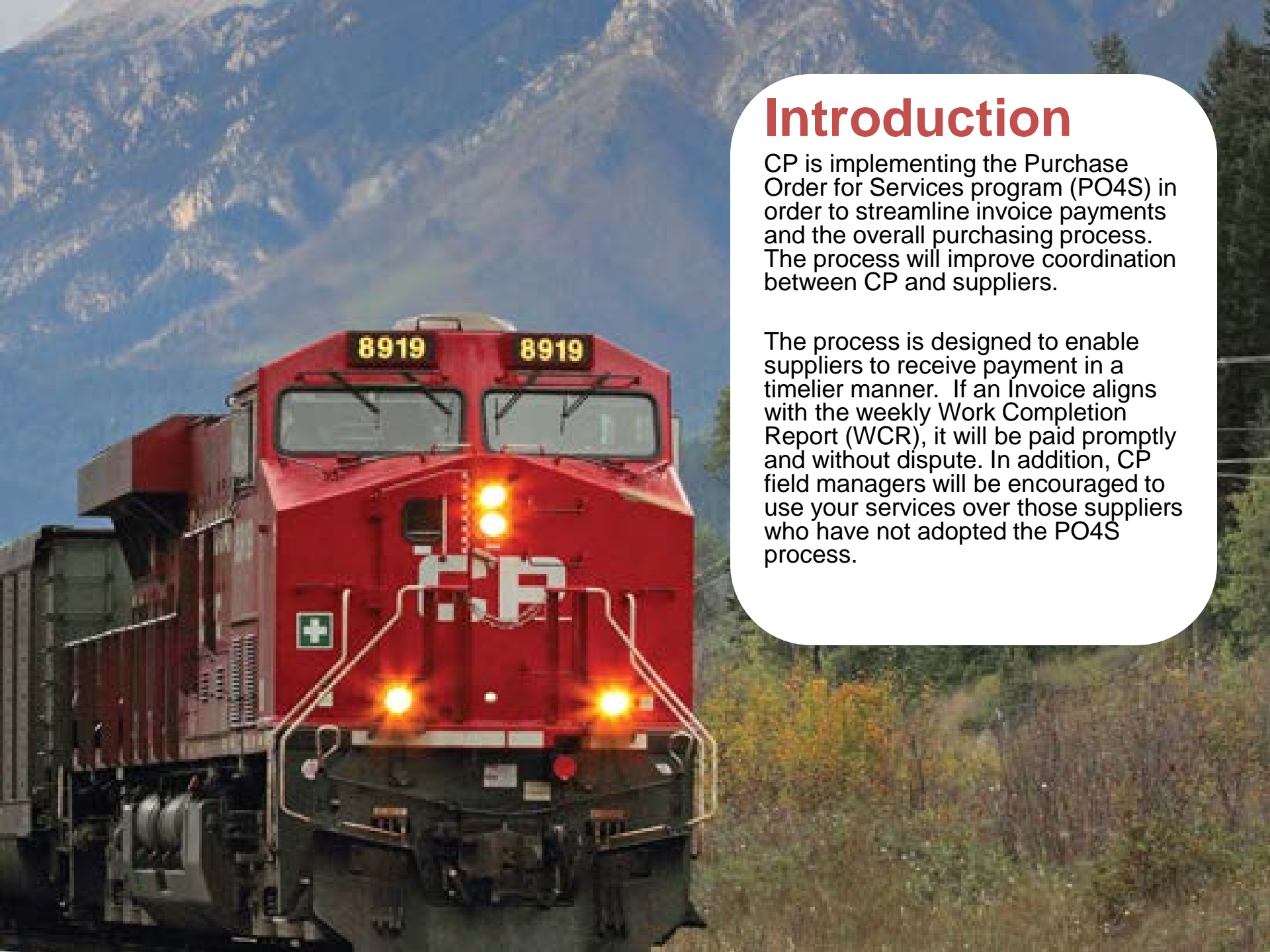




# Purchase Order for Services

PO4S





## Introduction

CP is implementing the Purchase Order for Services program (PO4S) in order to streamline invoice payments and the overall purchasing process. The process will improve coordination between CP and suppliers.

The process is designed to enable suppliers to receive payment in a timelier manner. If an Invoice aligns with the weekly Work Completion Report (WCR), it will be paid promptly and without dispute. In addition, CP field managers will be encouraged to use your services over those suppliers who have not adopted the PO4S process.

# Purchase Order for Services

**PO**

**WCR**

**Service**

**Approval**

**Invoice**



# Purchase Order for Services

PO

## Receive Purchase Order

- A Purchase Order (PO) will be issued in advance of any work, specifying a spend limit for the work requested.
- The PO will be subject to the terms and conditions of the service agreement negotiated to cover the scope of work.
- Once you have received a PO, it will act as an authorization for your company to perform the work specified.

# Purchase Order for Services

WCR

## Submit WCR

- After receiving a PO, you, the supplier, will be required to complete a weekly, formatted Work Completion Report (WCR).
- This document will detail any work completed by you, from the previous 7-day period and must reference the PO.
- WCRs must be submitted electronically to both the CP field manager and the identified CP Works officer prior to invoicing. .

# Purchase Order for Services

WCR

## WCR's Should Include

- Contract agreement number & Description
- PO number
- Start date of work included in WCR
- End date of work included in WCR
- Service Master Record (SMR) numbers, descriptions, quantity, units of measure (UoM).

# Purchase Order for Services

WCR

## Sample WCR's Form

Work Completion Report					
<b>CP Agreement #</b>	56XXXXXXXX - Contract Name				
<b>PO#</b>	42000XXXXX				
<b>From Date</b>	DD/MM/YYYY				
<b>To Date</b>	DD/MM/YYYY				
SMR	Services	QTY	UOM	Price	Net Value
300XXX	Labour	5	HR	\$1.00	\$5.00
300XXX	Labour OT	8	HR	\$2.00	\$16.00
300XXX	Welding	2	DAY	\$3.00	\$6.00
300XXX	John Deere Cat.350	4	DAY	\$4.00	\$16.00
300XXX	Cap, Fiber	3	EA	\$5.00	\$15.00
300XXX	Demolition of Old Timber	6	HR	\$6.00	\$36.00
300XXX	Pressure Grouting	9	HR	\$7.00	\$63.00
300XXX	Survey Equipment	5	DAY	\$8.00	\$40.00
	Item not under contract	2	EA	\$9.00	\$18.00
	<b>Total</b>				<b>\$215.00</b>

# Purchase Order for Services

Service

## Perform Service

- All WCR's and all invoices will need to show the Defined Services and Service Numbers specified in the detailed Service Reference Sheet. New regular services will need to be added to the agreement and to the Service Reference Sheet. The exception being small one-time activities/services that can be accommodated by the PO's without being first defined.
- These activities reflect the services in your contract and allow CP to streamline the processing of WCRs and invoices.



# Purchase Order for Services

Service

## Service Reference Sheet

### SERVICE REFERENCE SHEET

Start Date for this new process: \_\_\_\_\_ [For any work performed under this agreement]

Reference Agreement #: \_\_\_\_\_

Agreement Title: \_\_\_\_\_

Location: \_\_\_\_\_

Field Manager(s) and email addresses: \_\_\_\_\_

Works Group officer(s) and email addresses: \_\_\_\_\_

Work Completion Report Frequency: Weekly [SPECIFY DAY OF WEEK] \_\_\_\_\_

Defined Services as per the agreement – Contractor must follow the same descriptions and numbers for their WCR's and invoices.

Service #	Service Description

# Purchase Order for Services

Approval

## Receive Approval

- Any work exceeding PO spend limits will have to be approved by the field manager and then authorized with a revised PO.
- The updated PO will be sent to you confirming the changes and allowing the invoice to be sent to CP Accounts Payable.
- Any new regular Services that are not defined in your contract and Service Reference Sheet will need to be approved by your Sourcing Specialist and added to your contract before that service can be included in a WCR. One-time services do not need to be defined.
- A revised Service Reference Sheet will be sent to you confirming the changes.

# Purchase Order for Services

Invoice

## Submit Invoice

- After receiving a PO and completing your WCRs, email your invoice directly to CP Accounts Payable using one of the following email addresses:

AP\_A-K\_Uilities\_Svce\_PO's@cpr.ca

AP\_L-Z\_Uilities\_Svce\_PO's@cpr.ca

- Select one of the above based on Vendor name.

# Purchase Order for Services

Invoice

## Submit Invoice

1. Invoices must cover one or more whole periods covered by the WCR.
2. Invoices must show the start date and end date of the period being invoiced. e.g. if a WCR is for the week of November 29th - December 5th and you invoice on a monthly basis, CP urges you to either:
  - a) Submit an invoice ending December 5th, or;
  - b) Create two WCRs - one for November 29th- 30th, and the second for December 1st - 5th, therefore allowing you to invoice for November - excluding any December work completed.
3. Wait 2 working days after sending the last WCR before sending the invoice.
4. All Invoices must reference a PO number.
5. All invoices must include the Defined Activities and Activity Numbers outlined in the WCRs for the period(s) invoiced..

# Purchase Order for Services



Invoice

## Sample Invoice

<b>Invoice XXXX</b>					
PO 42000XXXXX					
From Date	20150511				
To Date	20150517				
		QTY	UOM	CPU	Total Unit Cost
300001	Mobilization-Demobilization	1	ACT	\$150.00	\$150.00
300002	Excavation Main & Siding	4	HR	\$10.00	\$40.00
300004	Excavation Aux & Yard	2	DAY	\$100.00	\$200.00
				Sub Total	\$390.00
				Tax if applicable	N/A
				Invoice total	\$390.00

# Frequently Asked Questions

- Do I need a PO if I already have a contract for work?
- Yes. While the contract describes the terms and conditions related to the work, final authorization to begin, and therefore to invoice for the work will be conferred by the PO.

# Frequently Asked Questions

- What happens if the work activities exceed the initial PO?
- Any changes or additions to the initial PO must first be approved by the CP field manager. Once approval is received, a revised PO will be created and sent to you, the service provider.

# Frequently Asked Questions

- What happens if the invoice does not match the WCR?
- Accounts Payable will reject the invoice and the service provider must address the discrepancy with the CP field manager.



# Frequently Asked Questions

- What happens if the CP field manager requests additional services not under contract?
- Contact your CP Sourcing Specialist.

# Frequently Asked Questions

- What if requested work is already in progress at the time I am told about the change?
- On-going work as of the effective date does not require a PO as long as the work is completed within 30 days of the effective date. If work is anticipated to exceed the 30-day window, a PO must be in place to cover any outstanding work.

A close-up photograph of a person's hands holding a dark-colored tablet device. The person is wearing a dark blue top and a silver ring on their left ring finger. The background is a soft, out-of-focus gradient of light blue and white. On the right side of the image, there is a white rounded rectangular box containing text.

## Questions

If you have any immediate questions about this process, please contact your CP Sourcing Specialist.

Further questions can be directed to your Sourcing Specialist or the contact listed on your POs.