



July 13, 2017

To all Greater Toronto Airports Authority Vendors

Re: Invoice Payment Process

**Greater Toronto
Airports Authority**

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To be successful as an organization, the Greater Toronto Airports Authority (the "GTA A") continues to look for process improvements and efficiencies. As a result, we have developed a Finance Connect program with the intent to improve business processes with both internal and external clients.

A key element of this program is to improve the management and processing of vendor invoices by implementing proven technology that will allow us to electronically receive, store and route invoices for approval and improve timeliness of payment.

The GTA A's current payables process relies on physical processing and manual approval of service invoices to authorize payment. This manual process is difficult to manage because of the inability to track the status of documents.

As we look to the future, the new process for managing vendor invoices will permit monitoring and control of the approval workflow through electronic means. Invoices will be electronically received by the Accounts Payable department, date stamped, stored and when needed, sent for approval through an automated workflow.

This project is currently underway and we expect to roll this out to select vendors in September 2017. In the interim, please continue to submit invoices as per current contract terms and conditions.

We will continue to provide you with updates as the project progresses, however at this time, we have outlined how the new submission process will work below:

- 1) Electronic invoices must be emailed directly to an Accounts Payable email box, not your GTA A contact.
- 2) Electronic invoices must contain all the relevant information including vendor legal name and address, invoice number, description of work performed, PO number, Release number and GTA A contact.



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3) Due dates will be time stamped from the point a complete invoice is received by the Accounts Payable email box, resulting in quicker payment and no duplicate requests for invoice.

If you have any questions, please feel free to reach out to Nadia Fracassi, Assistant Controller at Nadia.fracassi@gtaa.com or Rosemin Sumar, Manager, Procurement Services at Rosemin.sumar@gtaa.com.

Yours truly,

GREATER TORONTO AIRPORTS AUTHORITY

“Nadia Fracassi”

“Rosemin Sumar”

Nadia Fracassi
Assistant Controller

Rosemin Sumar
Manager, Procurement Services