



Dear Vendor,

Please forward this message to your Invoicing or Accounts Receivable Department. This communication applies only to vendors that meet one or both of the criteria (otherwise, no action required):

1. You are currently sending invoices to Metrolinx via mail (hard-copy); and/or
2. You are receiving payment from Metrolinx via cheque

In response to the COVID-19 pandemic, Metrolinx is requesting all of its vendors to send invoices and receive payments electronically. This action will ensure that Metrolinx continues to pay your invoices on-time because manual processes to receive hard-copy invoices or issue cheques may be delayed due to reduced staff working on-premises.

The following changes are to be implemented immediately:

1. All invoices* must be sent electronically. If you are currently sending hard-copy invoices to your Metrolinx Business Unit or Project contact, please send your invoices via email to your Metrolinx Business Unit or Project contact at:

Business Unit	Email
Station Operations	Invoicing.Stations@metrolinx.com
GO Expansion	RERInvoices@metrolinx.com
Rapid Transit	RTI.Invoices@metrolinx.com
Subways	SubwayInvoices@metrolinx.com
PRESTO	PRESTO_AP@metrolinx.com
Realty	RealtyUtilityBills@metrolinx.com
Business Technology	IT.Invoices@metrolinx.com

If you are currently sending hard-copy invoices directly to Metrolinx Accounts Payable, please send your invoices via email to: payablesrequest@metrolinx.com

2.All payments from Metrolinx to its vendors will be made by Electronic Funds Transfer (EFT). If you are not currently set-up to receive payment by EFT, please contact Metrolinx at: Vendorform@metrolinx.com

*To enable efficient processing of your invoice, please ensure that complete and accurate information is included. For example, purchase order number and primary Metrolinx contact, where applicable.

Any questions regarding payments by EFT can be directed to Vendorform@metrolinx.com. Questions regarding sending invoices electronically can be directed to your Metrolinx Business Unit, Project contact, or payablesrequest@metrolinx.com, as applicable.

Thank-you for your support and cooperation.

Sincerely,

Accounts Payable