



Invoicing Instructions for Vendors

Invoice Submission:

Please email all invoices to: ***mcf_invoicecapture@conkursolutions.com***

With copy to: Your Mastercard Foundation Contact

Please include your organization's name and invoice number in the subject of the email

All invoice submissions must include:

1. Name of Mastercard Foundation staff member requesting the services and/or products. This should appear above Mastercard Foundation's Address with an "Attention To:" name.
2. Date, invoice number, vendor address, sales tax as a separate line item, currency, GST/HST/VAT/TIN # (if applicable), and Contract or PO #.
3. Contact information for the vendor's accounting department (name, e-mail, phone)
4. Document format may be Word, Excel, PDF, JPG, PNG, or TIF. No zip files or links.
5. **One invoice per email.** Legible images only.
6. Vendor name and invoice # in the subject of the email.
7. File must not exceed 10MB.

Payments:

Bank Details

1. Once you submit the vendor information forms for payment, please expect the accounts payable team member reaching out to you to confirm.

Payment Methods

- Electronic Funds Transfer (EFT)
- Accelerated Clearing House (ACH)
- Wire Transfers

If you need assistance, please contact Mastercard Foundation Accounts Payable:

Contact Email: accountspayable@mastercardfdn.org

Company Address: Mastercard Foundation
250 Yonge Street, Suite 2400
Toronto, Ontario, Canada
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