

# Invoicing Instructions for Vendors

To expedite the payment of your invoice, please observe the following **Mastercard Foundation** (“the Foundation”) Accounts Payable guidelines and system requirements.

## Invoice Submission:

- A. Please include your organization’s full name and invoice number in the subject of the email.
- B. Please email all invoices to: [mcf\\_invoicecapture@conkursolutions.com](mailto:mcf_invoicecapture@conkursolutions.com) and include in the CC field your Mastercard Foundation Contact’s email address.
- C. Send only invoices to this address; do not send remittances, statements, or other documents.
- D. Acceptable document formats include Word, Excel, PDF, JPG, PNG, or TIF. No zip files or links.
- E. One invoice document per email containing legible images only. File size must not exceed 10MB.
- F. When applicable, tax invoices are required at the time of submission. Tax invoice/receipt must be included as a second/separate page, after the original invoice in your invoice file, to ensure it does not obstruct any of the original invoice details.

## Mandatory Invoice Details:

1. Name of Mastercard Foundation staff member requesting the services and/or products. This should appear above Mastercard Foundation’s Address as “Attention To: [Insert FirstName LastName]”.
2. Where supply of goods or services is to an office other than Canada, above our address please use “Ship to (for goods)/Bill to (for services): C/O Mastercard Foundation, [Insert Country Name] Office”.
3. Document must be titled “Invoice” and include our tax ID, the invoice date, invoice number, vendor address, currency, and the vendor’s tax number (GST/HST/VAT/TIN/PIN if applicable).
4. Purchase order (PO) field must contain the Foundation’s PO number. This is the contract or PO number received from your Mastercard Foundation contact on the signed contract, statement of work (SOW), or PO.
5. Contact information for the vendor’s accounts receivable (accounting) department: name, e-mail and phone number.
6. Subtotal, tax, and then total invoice shown as separate lines on the invoice.
7. If a service is being provided at a future date, list the event date or the date service will take place.

## Payments & Remittances:

- **Bank Details:** Please expect one of our Accounts Payable team members to reach out to verbally verify the details on your *Vendor Information form* as part of our control procedures.
- **Payment Methods:** Electronic Funds Transfer (EFT), Automated Clearing House (ACH), Wire Transfers, Interac E-transfers or Real-time Gross Settlement (RTGS).

### ***Head Office Legal/Mailing Address***

Mastercard Foundation  
250 Yonge Street, Suite 2400  
Toronto, Ontario, Canada, M5B 2L7

***If you need assistance, please email Mastercard Foundation Accounts Payable at:***  
[\*\*\*accountspayable@mastercardfdn.org\*\*\*](mailto:accountspayable@mastercardfdn.org)