

Invoicing Instructions for Suppliers

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. Email all invoices to: APIInvoiceCapture@mastercardfdn.org and include in the CC field your 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, PDF, JPG, PNG, or TIF. No zip files, excel 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. Purchase order number (PO#) must be clear on ALL invoices in one of the following formats:
 - PO#s Issued prior to April 10, 2025: *"Purchase Order #: [0000]" OR "Purchase Order #: [0000-0]"*
 - PO# Issued after April 10, 2025 : *"Purchase Order #: [PO-2025-00000]"***Note:** *Purchase Orders are sent from mastercardfoundation@myworkday.com*
2. One Purchase Order Number per invoice is required.
3. Name of Mastercard Foundation Contact as it appears on your Purchase Order: *"Contact: [Insert FirstName LastName]"*
4. Please Address to the C/O Address as it appears on your Purchase Order, including our TAX ID
5. Document must be titled "Invoice" and include the invoice date, invoice number, supplier address, currency, and the supplier's tax number (GST/HST/VAT/TIN/PIN if applicable).
6. Please include your Organizations Name and Contact information, including address and the accounts receivable (accounting) department contact: name, e-mail and phone number.
7. Subtotal, tax, and then total invoice shown as separate lines on the invoice and must match all lines and total amounts on your Mastercard Foundation issued Purchase Order
8. 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 *Supplier Information form* as part of our control procedures.
- **Payment Remittances:** PDF document sent by email at time of settlement to the Supplier's Accounts Receivable email address provided. (Payment types: Wire, Electronic Funds Transfer (EFT), RTGS)

Head Office Legal/Mailing Address

Mastercard Foundation
Bay Adelaide Center
333 Bay St. #4900
Toronto, ON, M5H 2R2

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