



**SUPPLIER INVOICING REQUIREMENTS**  
**June 1, 2022**

Suppliers of goods and services to Canadian National Railway Company and its wholly-owned subsidiaries (collectively, "CN") are an integral part of our team. We count on the expertise, quality and integrity of our suppliers to help deliver the best service to our customers. The following invoice requirements apply to invoices submitted to CN, Please ensure compliance to these guidelines to help ensure that invoices are processed in a timely manner. Invoices without complete and accurate information will result in the rejection of the invoice and a delay in payment.

Supplier invoices must contain the following information when billing CN:

## ***I. Supplier Information***

### **1. Supplier name and remittance information**

Full legal name of company, email address, phone number, complete business address, and correct "remit to" mailing address, if different from business address.

### **2. Supplier invoice number and the invoice date**

### **3. Tax registration number**

For invoices with Canadian tax charges, a registration number must be provided for each (e.g., GST, HST, PST, and QST).

## ***II. CN Information***

### **4. "Bill to" name and address with contact name**

#### **A. Complete name of the correct CN legal entity (our DBA or Trademark name of "CN" cannot be used).**

If the supplier's system has character limitations, the list of complete names and acceptable abbreviations are included in **Appendix A**.

B. The full name of the CN contact person who initiated the purchase, and their department within CN.

### **5. "Ship to" address**

The address where:

- The goods were delivered/picked up or
- Where the services were performed (shipping address may differ from billing address).

### **6. CN's Purchase Order number, as applicable**

For a purchase made through a purchase order (PO), provide a valid CN PO number consisting of 10 digits, beginning with 42, 45, 49, 76, or 77.

## ***III. Itemization of Charges***

### **7. For goods purchased, suppliers must provide the:**

- Line item number.
- Description with the material number (if any).
- Quantity delivered with unit(s) of measure and unit price.
- Itemized details on other charges (ex. misc., supplies, admin.).

**Note:** PO-related invoices must match the PO and quantity as per the bill of lading/delivery slip.

**For services performed, suppliers must provide the:**

- Date of service or period covered.
- Itemized details on other charges (ex. misc., supplies, admin.).
- Itemized details of traveling charges, if any (i.e. cost per hour or cost per miles/km).
- Itemized details on labour, material, equipment and rental charges. For labour charges, the following must be provided:
  1. Name (first and last) and position of workers
  2. Erailsafe worker badge number if applicable
  3. Description of work done
  4. Associated work dates
  5. Work location
  6. Hours worked
  7. Labour rate

*Note: Written approval (signature and full name (first and last) or PIN) by a CN representative is required on **all** worksheets. Indicate "no one on site" when there is no CN representative on site to approve dailies/worksheets. Written approval to confirm the information is accurate is still required when no one was on site.*

**8. Tax charges**

Tax charges must be itemized according to the type of tax (GST, HST, PST, QST, or US taxes) with the appropriate tax rate applied.

**9. Amount due**

The total invoice amount due and currency must be clearly indicated.

**10. Additional invoice information**

- Reference to a CN contract agreement (CN reference starting with CW + 7 numbers or starting with AOB0000+4 numbers) if relevant, quote or price list.
- Description of credits and adjustments.
- Detail on unexpected additional charges.
- Invoice copy for any charges related to third party vendors.
- Receipt copies for any meals, lodging, and airfare charges.

**See sample invoice – Appendix B.**

*Invoices should be clearly printed on white paper, easily read, and easy to copy or scan.*

*For payment inquiries, visit CN's Supplier Portal or contact CN Accounts Payable customer service at [APINFO@CN.CA](mailto:APINFO@CN.CA).*

## Appendix A

The following is the complete list of legal entities to which the CN Supplier Invoicing Requirements apply.

Please note: Although our Doing Business As or Trademark name is "CN", the invoices must be billed to one of the following full or abbreviated legal names below. "CN" cannot be used.


### Canada:

Full Legal Name	Abbreviation	Company Code
Canadian National Railway Company	Canadian National Railway	1000
Algoma Central Railway Inc.	Algoma Central RailwayInc	1210
CN Worldwide Distribution Services	CNWW Distr. Serv. Cdn	1236
Autoport Limited	Autoport Limited	1260

### United States:

Full Legal Name	Abbreviation	Company Code
Illinois Central Railroad Company	Illinois Central Railroad	2070
Wisconsin Central Ltd.	Wisconsin Central Ltd.	2355
Grand Trunk Western Railroad Company	Grand Trunk Western RR Co	2010
Chicago, Central & Pacific Railroad Company	Chicago, Ctrl, Pacific RR	2160
Bessemer and Lake Erie Railroad Company	Bessemer & Lake Erie RR	2400
Sault Ste. Marie Bridge Company	Sault Ste Marie Bridge Co	2365
Cedar River Railroad Company	Cedar River Railroad Co	2170
Stellar Distribution Services Inc.	Stellar Dist Services Inc	2137
The Pittsburgh and Conneaut Dock	Pittsburgh Conneaut Dock	2420
Autoport Michigan Limited	Autoport Michigan Limited	2500

## Appendix B



**Logo  
Name**

# Invoice

**I. Supplier Information**

**1** **Your Company Name**  
 Street Address  
 City, Province/State, Postal/Zip Code  
 Phone, Email

**2** Invoice Date: DD/MM/YYYY  
**Invoice #:** XXXX  
**Due Date:** DD/MM/YYYY

**3** **GST/HST #:** XXXXXXXXXX RT XXXX  
**QST/PST #:** XXXXXXXXXX TQ XXXX

**II. CN Information**

**4a** **Bill To:**  
 Canadian National Railway Company  
 C/O  
 Street Address  
 City, Province/State, Postal/Zip Code  
 Phone, Email

**5** **Ship To:**  
 Canadian National Railway Company  
 Street Address  
 City, Province/State, Postal/Zip Code

**4b**

Requested By	Job Description	PO Number

**6**

**III. Itemization Of Charges**

**7a**

**Material**

Description	Quantity	Unit Price	Unit of Measure	Line Total

**7b**

**Services**

Description	Service Date	Worker's Name	Worker's Position	Labour Hours	Labour Rate (RT, OT, DT)	Unit of Measure (ex. per hr)	Line Total

Additional Information: **10**

**8** Subtotal

**9** State/GST/HST Tax

QST/PST Tax

Total (USD/CAD)

Remit to address of your company  
 Street Address, City, Province/State, Postal/Zip Code, Phone, E-mail

Payment Terms



Logo  
Name

# Invoice

## Subcontractor Name

Street Address  
City, Province/State, Postal/Zip Code  
Phone, Email

Invoice Date: DD/MM/YYYY  
Invoice #: XXXX  
Due Date: DD/MM/YYYY  
GST/HST #: XXXXXXXXXX RT XXXX  
QST/PST #: XXXXXXXXXX TQ XXXX

### Bill To:

Your Company Name  
C/O  
Street Address  
City, Province/State, Postal/Zip Code  
Phone, Email

### Ship To:

Company Name  
Street Address  
City, Province/State, Postal/Zip Code

Requested By	Job Description

### Material

Description	Quantity	Unit Price	Unit of Measure	Line Total

### Services

Description	Service Date	Worker's Name	Worker's Position	Labour Hours	Labour Rate (RT, OT, DT)	Unit of Measure (ex. per hr)	Line Total

Additional Information:

Subtotal	
State/GST/HST Tax	
QST/PST Tax	
Total (USD/CAD)	

Remit to address of your company  
Street Address, City, Province/State, Postal/Zip Code, Phone, E-mail

Payment Terms