



## INSTRUCTIONS FOR VENDORS ON INVOICING THE SCHOOL FOR SOCIAL ENTREPRENEURS

Thanks for doing business with the School for Social Entrepreneurs (SSE). SSE is a project of Tides Canada, so all our invoices are paid through the Tides system.

Here are a few requirements that will make the payment process run more smoothly.  
**Failure to heed these requirements will result in payment delays.**

### *Invoice Format*

- All invoices must be on the company's or individual's letterhead and should be addressed to Tides Canada Initiatives Society.
- Invoices should also reference SSE but must be addressed to TCI as the legal payor.
  - Invoice to:  
Tides Canada Initiatives Society  
School for Social Entrepreneurs
- Invoices should include the name and address of the payee, a clear description of the goods or services provided, the date the services are rendered, and the dollar amount.
- If GST/ HST are being charged, the GST/ HST number must appear on the invoice.

### *Invoice Submission*

- Invoices can be mailed to :

School for Social Entrepreneurs  
585 Dundas Street East, 3<sup>rd</sup> floor  
Toronto, ON  
M5A 2B7

#### **Or**

- Invoices can be emailed to Andrea Telfer at [atelfer@sseontario.org](mailto:atelfer@sseontario.org) with a cc to Marjorie Brans at [mbrans@sseontario.org](mailto:mbrans@sseontario.org).

### *Invoice Payment Process*

- Unless otherwise requested when invoices are submitted, cheques will be mailed directly to payees.
- If you would like to have your funds transferred electronically, please complete the attached form and forward it to Tides Canada as per the options offered in their instructions.
- Under normal circumstances, Tides Canada processes payables on a weekly cycle, the week after the invoices are submitted to Tides.
  - For example, submissions received anytime from Friday, July 1 to Thursday, July 7 will be mailed by Friday, July 15. Submissions received from Friday, July 8 to Thursday, July 14 will be mailed by July 22.

### *Special Circumstances*

- For certain complex or financially substantial arrangements, a formal contract with Tides Canada is required to be completed prior to payment of an invoice. For instance, any agreement with a value over \$3,000, or a cumulative total of \$3,000 over 6 months will require a formal contract. These arrangements will be finalized as part of your agreement with SSE.

Thank you for paying attention to these invoicing details. Should you have any questions, kindly contact Andrea Telfer or Marjorie Brans at 647-775-8146 .

Thank you from the Team at the School for Social Entrepreneurs