

 YUKON ENERGY Goods & Services Guidelines GS-019	DEPARTMENT:	INQUIRIES TO:	TOPIC:
	All	Corporate Services	Shipping Invoice Approval & Payment Guideline
	ISSUED:	REVIEW DATE:	APPROVED BY:
	March 2006	February 2009	_____ Director, Corporate Services

1.00 Purpose

- 1.01 The process for approving and processing payment for shipping invoices requires the attention, diligence and cooperation of all relevant parties.

2.00 Procedure

The following is the procedure for the payment of incoming shipping invoices:

- 2.01 Payment of incoming shipping invoices will be made provided:
- Terms of the purchase order have been fulfilled, if shipping is stated as a critical item of importance on the face of the purchase order (agreement).
 - Freight or transportation invoices must be supported by a corresponding Bill of Lading from the shipper.
- 2.02 Any claims, which are the supplier's responsibility, will be subject of adjustment after goods have arrived at the point of final destination.
- 2.03 Freight invoices which relate to a Purchasing Agreement will be paid according to the negotiated freight terms and FOB point as stated on the purchase document. Exceptions are to be referred to Corporate Services for further handling and action.
- 2.04 Only those specific shipping costs identified on the Purchasing Agreement will be paid. No other costs will be paid without the specific approval from Corporate Services.
- 2.05 All incoming international shipments (outside of Canada) must be supported by certified Customs Invoices prepared by Yukon Energy's custom brokers.
- 2.06 Supplier invoices which include items relating to shipping charges beyond the agreed to terms stated by the FOB point, must be forwarded to Corporate Services for investigation and, if necessary, approval.
- 2.07 Shipping invoices which identify boxing or packing charges will not be paid, unless stated on the corresponding Purchasing Agreement.
- 2.08 Prior to payment of a shipping invoice, efforts must ensure there is compliance with all terms, conditions and special requirements outlined on the Purchasing Agreement.