



Interpreting a Remittance Statement

Quick Reference Guide (QRG)

Updated December 2017

Purpose This quick reference guide (QRG) identifies the different segments and fields contained in the remittance statement for both Portable Document Format (PDF) and Excel format. This QRG provides housekeeping points to ensure the remittance statements continue to be transmitted without interruption.

Intended users The intended users of this QRG include:

- Procurement Coordinators/Specialists
- AP Processors
- Supplier Help Analysts
- Payment Administrators
- Suppliers

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I. Procedure Steps for Remittance Statement - PDF

The interpretation step of the remittance statement is triggered upon the opening of the remittance PDF document.

1. Open PDF document

Document opens displaying page 1 of **payment advice** (see figure 1)

A. **Vendor number and vendor name** is the supplier identification number and legal entity name. If you have more than one vendor number you will receive one remittance advice per vendor number and legal entity.

B. **Remittance email address** is the email address to where the automated remittance statement will be transmitted.

C. **Payment document** is the payment trace number (or clearing document number) which starts with 200xxxxxxx. This 10 digit number is the number our system generates to track payments made.

D. **Payment date** is the date of the payment.

E. **Payment run** is Suncor's unique payment run identification code.

F. **Total payable amount** is the amount of the payment.

G. **Remarks** informs:

i. the number of documents specific to one payment document (i.e. if the PDF/Excel document is too large for one file it may show as "1/2 or 2/3" etc.)

ii. the legend for any related payment adjustments is:

- **D** - Detailed for any **discounts** taken;
- **H** – **Holdback** applied;
- **N** - **Non -resident withholding tax** deducted; and
- **U** to identify any **unplanned** delivery costs associated with a particular charge.

Figure 1: Page 1 of example Remittance Statement

Payment Advice - CAD

Vendor No and Name / Numéro et nom du fournisseur	SUNCOR ENERGY PRODUCTS PARTNE A
Suncor Legal Entity / Entité juridique Suncor	1700 Petro-Canada Lubricants
Remittance Email Address / Courriel - remise	youremail@here.com B
Payment Document No / Numéro document de paiement	2000252179 C
Payment Date / Date de Paiement	31 Oct 2017 D
Payment Run / Exécution du paiement	20171031-ACH E
Total Payable Amount / Montant payable	40,775.00 CAD F
Remarks / Remarques	G 1 / 1 Documents, Discount(D) /Non-Resident Withholding Tax(N) /Unplanned Delivery Cost(U) exists, refer to bottom of document for details 1 de 1 Documents, Réduction (D) /retenue d'impôt des non-résidents (N) / coûts de livraison imprévus (U) : détails au bas du document

VendorRef / Invoice Number / Réf. fournisseur/ Numéro facture	PO Number / Numéro Bdc	Delivery Note / Bon de livraison	Bill of Lading / Connaissance	Pre-Tax Amount (\$) / Montant avant taxes (\$)	GST/HST (\$) / TPS/TVH (\$)	PST (\$) / TVP (\$)	QST (\$) / TVQ (\$)	Non-CDN Tax(\$)/ Taxe US (\$)	Total paid (\$) / Total payé (\$)	Remarks / Remarques G
DISCOUNTEXAMPLE1				5,000.00	-	-	-	-	5,000.00	D-1900680489
HOLDBACKEXAMPLE				10,000.00	-	-	-	-	10,000.00	H-1900680490
NRWTEXAMPLE1				10,000.00	-	-	-	-	10,000.00	N-1900680488
UNPLANDELIVERY1	4502414549	EXAMPLE	EXAMPLE	17,200.00	860.00	-	-	-	18,060.00	U-6112977592

2. Select the end of the PDF document

In this example, the end of the document is page 2 of the PDF (see figure2)

- A. The vendor reference / invoice column contains the special remarks (D-1900680489, H-1900680490, N-1900680488 and U-6112977592) which can be matched to the remarks column in the previous pages of the PDF document.
- B. These total paid/deducted amounts are in addition to the respective invoice amounts elsewhere in the PDF.
- C. D-1900680489 references a discount that is deducted from the total payment on invoice DISCOUNTEXAMPLE1.
- D. H-1900680490 references a holdback applied to the invoice HOLDBACKEXAMPLE.
- E. N-1900680488 references the amount withheld for Non-Resident Withholding Tax on invoice NRWTEXAMPLE1.
- F. U-6112977592 references the additional charge associated with an unplanned delivery charge which is added to the value of invoice UNPLANDELIVERY1.
- G. The total amount paid after adjustments.

Figure 2: Page 2 of 2 (last page) of example Remittance statement

VendorRef / Invoice Number / Réf. fournisseur / Numéro facture A	PO Number / Numéro BdC	Delivery Note / Bon de livraison	Bill of Lading / Connaissance	Pre-Tax Amount (\$) / Montant avant taxes (\$) B	GST/HST (\$) / TPS/TVH (\$)	PST (\$) / TVP (\$)	QST (\$) / TVQ (\$)	Non-CDN Tax(\$)/ Taxe US (\$)	Total paid (\$) / Total payé (\$) B	Remarks / Remarques
D-1900680489									C (100.00)	DISCOUNT
H-1900680490				(1,000.00)	-	-	-	-	D (1,000.00)*	Holdback
N-1900680488									E (1,500.00)	NRWT
U-6112977592				300.00	15.00	-	-		F 315.00	UNPLAN DELIVERY COST
				41,500.00	875.00	-	-	-	G 40,775.00	

II. Procedure Steps for Remittance Statement - Excel

The interpretation step of the remittance statement is triggered upon the opening of the remittance Excel document.

1. Open Excel document

Document opens displaying **document header** Worksheet (see figure 3)

A. **Vendor number** is the supplier identification number. If you have more than one vendor number you will receive one remittance advice per vendor number.

B. **Remittance email address** is the email address to where the automated remittance statement will be transmitted.

C. **Remarks** informs:

i. the number of documents specific to one payment document (i.e. if the PDF/Excel document is too large for one file it may show as “1/2 or 2/3” etc.)

ii. the legend for any related payment adjustments is:

- **D** - Detailed for any **discounts** taken;
- **N** - **Non -resident withholding tax** deducted; and
- **U** to identify any **unplanned** delivery costs associated with a particular charge.

D. Additional tabs indicate **subsequent worksheets**.

Figure 3: Document Header Worksheet:

	A	B
1	Vendor Number and Name / Numéro et nom du fournisseur A	1900680489 SUNCOR ENERGY PRODUCTS PARTNER
2	Remittance Email Address / Adresse courriel B	youremail@here.com
3	Remarks / Remarques C	1 / 1 Documents, Discount(D) / Non-Resident Withholding Tax(N) / Unplanned Delivery Cost(U) exists, refer to bottom of document for details
4		1 de 1 Documents, Réduction (D) / retenue d'impôt des non-résidents (N) / coûts de livraison imprévus (U) : détails au bas du document

2. Select Subsequent worksheets

Additional worksheets may include any one or combination of the following titles: Service, Material and/or Non-Purchase Order. All charges will fall under one of these titles, if there are no charges to a specific title, that worksheet will not exist in the remittance statement.

Figure 4 and figure 5 display examples of the subsequent tabs and show that the remarks (A) are linked to the invoices by having the same Invoice Receipt (IR) document number (B).

See figure 6 for the column headers by worksheet and figure 7 for column header detailed descriptions.

Figure 4: Subsequent Tab example 1

Figure 5: Subsequent Tab example 2

Figure 6: Worksheet column headers

Services	Vendor	Vendor
Vendor Number / Numéro de fournisseur	Vendor Number / Numéro de fournisseur	Vendor Number / Numéro de fournisseur
Vendor Name / Nom du fournisseur	Vendor Name / Nom du fournisseur	Vendor Name / Nom du fournisseur
Suncor Legal Entity / Entité juridique Suncor	Suncor Legal Entity / Entité juridique Suncor	Suncor Legal Entity / Entité juridique Suncor
Vendor Reference Number/Invoice number / Réf. fournisseur/Numéro facture	Vendor Reference Number/Invoice number / Réf. fournisseur/Numéro facture	Vendor Reference Number/Invoice number / Réf. fournisseur/Numéro facture
Payment Document Number / Numéro document de paiement	Invoice Date / Date de la facture	Invoice Date / Date de la facture
Payment Run / Exécution du paiement	Payment Document Number / Numéro document de paiement	Payment Document Number / Numéro document de paiement
Payment Amount / Montant paiement	Payment Run / Exécution du paiement	Payment Run / Exécution du paiement
IR Document / Doc entrée fact.	Payment Amount / Montant paiement	Payment Amount / Montant paiement
Pre-Tax Amount / Montant avant taxes	IR Document / Doc entrée fact.	IR Document / Doc entrée fact.
Payment Currency / Devise du paiement	Pre-Tax Amount / Montant avant taxes	Pre-Tax Amount / Montant avant taxes
Harmonized Sales Tax / TVP (\$)	Payment Currency / Devise du paiement	Payment Currency / Devise du paiement
Goods and Service Tax / TPS (\$)	Harmonized Sales Tax / TVP (\$)	Harmonized Sales Tax / TVP (\$)
Provincial Sales Tax / TVQ (\$)	Goods and Service Tax / TPS (\$)	Goods and Service Tax / TPS (\$)
Quebec Sales Tax / TVQ (\$)	Provincial Sales Tax / TVP (\$)	Provincial Sales Tax / TVP (\$)
Non CDN tax / Impôt non rés CAN	Quebec Sales Tax / TVQ (\$)	Quebec Sales Tax / TVQ (\$)
Total Tax / Total Taxes	Non CDN tax / Impôt non rés CAN	Non CDN tax / Impôt non rés CAN
Total Paid / Total payé	Total Tax / Total Taxes	Total Tax / Total Taxes
Purchase Order Number / Numéro BdC	Total Paid / Total payé	Total Paid / Total payé
Purchase Order Item Number / Numéro article BdC	Purchase Order Number / Numéro BdC	Remarks / Remarques
Quantity / Quantité	Purchase Order Item Number / Numéro article BdC	
Unit of Measure / Unité de mesure	Quantity / Quantité	
Document Header Text / Texte en-tête	Unit of Measure / Unité de mesure	
	Document Header Text / Texte en-tête	
	Remarks / Remarques	
Remarks / Remarques		

Note: the grey shaded column headers are unique to their respective worksheet (in yellow).

Figure 7: Worksheet column header descriptions

Field Name	
Vendor Number / Numéro de fournisseur	Suncor's unique supplier identification number
Vendor Name / Nom du fournisseur	Supplier's legal identity
Suncor Legal Entity / Entité juridique Suncor	Suncor's legal entity from which payment was drawn from
Vendor Reference Number/Invoice number / Réf. fournisseur/Numéro facture	Supplier's unique invoice number
Payment Document Number / Numéro document de paiement	Payment trace number (or clearing document number): starts with 200xxxxxxx This 10 digit number is what Suncor's system generates to track payments
Payment Run / Exécution du paiement	Suncor's unique payment run identification
Payment Amount / Montant paiement	Total amount paid on remittance
IR Document / Doc entrée fact.	Automated Invoice number generated by Suncor's SAP system
Pre-Tax Amount / Montant avant taxes	Amount of charge before tax
Payment Currency / Devise du paiement	Currency with which payment is made
Harmonized Sales Tax / TVP (\$)	Harmonized Sales Tax / TVP (\$)
Goods and Service Tax / TPS (\$)	Goods and Service Tax / TPS (\$)
Provincial Sales Tax / TVP (\$)	Provincial Sales Tax / TVP (\$)
Quebec Sales Tax / TVQ (\$)	Quebec Sales Tax / TVQ (\$)
Non CDN tax / Impôt non rés CAN	Any taxes applicable (other than Canadian Tax)
Total Tax / Total Taxes	Total amount of tax for the charge
Total Paid / Total payé	Total amount paid (including tax) for the charge
Purchase Order Number / Numéro BdC	Purchasing document number issued by Suncor requesting goods or services
Purchase Order Item Number / Numéro article BdC	Line on the purchasing document for a particular service or good(s)
Quantity / Quantité	Amount of goods or services
Unit of Measure / Unité de mesure	Unit of goods or service
Unit Rate / Taux unitaire	Dollar amount per unit
Document Header Text / Texte en-tête	Optional : Additional text entered during processing
Personnel Number / Matricule employé	Unique identification number assigned to each Suncor contractor
Personnel Name / Nom de l'employé	Name of Suncor contractor
Work Date / Date du travail	Date the work was performed
Counter number / Numéro compto	Unique identification number assigned to each detailed time entry record
Service Number / Numéro service	Identification code for the service performed
Service Description / Description du service	Description of the service performed
Service Line number / Numéro secteur service	Planned service line number from the purchase order
A/A	Attendance / Absence type
Remarks / Remarques	D – for discounts taken N - for non-resident withholding tax deducted U - to identify any unplanned delivery costs associated with a particular charge See figure 6

Delivery Note / Bon de livraison	Number of the document issued by the supplier or by production containing information on the delivered goods
Material Number / Numéro article	Identification code for the material requested on the purchase order
Material Description / Description article	Description of the material requested on the Purchase Order
Bill of Lading / Connaissancement	Document number issued by the sender of the goods that are shipped with the goods

III. Procedure Steps for Remittance Housekeeping

1. To update the email address to which your remittance advice is being sent to, please email Suncor's Accounts Payable Administration Team (apadmin@suncor.com) with the updated information. In the subject field, state "Vendor Info Change."

2. If you are not receiving the Remittance Advice with your payment: Your payment advice email is delivered from the address apremittance@suncor.com, please make sure this address is added to your safe sender list. Do this by adding apremittance@suncor.com to your email address book. This will help prevent your remittance advice from being blocked by any of your company's security software. If this doesn't resolve the issue, please contact supplierhelp@suncor.com.

3. If you would like to change the format of your remittance statement (PDF or Excel), please contact Suncor Supplier Help (supplierhelp@suncor.com) and enter your Suncor vendor number and "Remittance format change" in the subject line of your email request.

4. If you have any further questions about your remittance statement, please contact your Suncor representative or Suncor Supplier Help (supplierhelp@suncor.com). Please include your vendor number, company name and clearly identify the nature of your inquiry in the email to Supplier Help.