



Graham Group Invoice Submission Standard

This document is intended for suppliers that provide materials to any of the Graham Group of companies listed on the attached Legal Entity Names list. The purpose of this document is to establish the required details suppliers must complete for each invoice issued.

Graham Details	Invoice <i>must</i> include the following as they appear on the Purchase Order (PO): <ul style="list-style-type: none">• Graham PO number with only one PO number for each invoice• Graham's correct Legal Entity Name• Graham's "ship to" address, Buyer name, contact information, project number/name (if available)
Tax information	Invoice <i>must</i> include the following Tax information: <ul style="list-style-type: none">• Tax Amount divided into categories as required. e.g.; Goods and Services Tax (GST), Provincial Sales Tax (PST) by Province, Harmonized Sales Tax (HST), Québec Sales Tax (QST), Value Added Tax (VAT)• Goods and Services Tax registration number (if registered)• Québec Sales Tax registration number (if registered) <p>For US vendors, invoice <i>must</i> include the following tax information:</p> <ul style="list-style-type: none">• Supplier's VAT registration number• If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be applied
Supplier details	Invoice <i>must</i> include: <ul style="list-style-type: none">• Supplier name, remit-to address, contact information, unique invoice number, invoice date
Item details	Invoice <i>must</i> include: <ul style="list-style-type: none">• Line Item number• Line item description and dollar amount (excluding tax) for each individual charge, specifying the Material associated with each charge• Dollar amounts that match the line item amounts listed in the Purchase Order• Invoice subtotal amount (pre-tax)• Total invoice amount (subtotal amount + tax amount)• Identify currency (i.e., CAD, USD, EUR) <p>Note: The invoice currency must match the currency on the Purchase Order</p>
Backup Documents	Include Proof of delivery such as Signed Waybill or Bill of Lading

***NOTE* - SUPPLIER INVOICES THAT DO NOT MEET THE ABOVE CRITERIA WILL BE RETURNED.**

Suppliers invoices are to be submitted directly to Graham AP by:

- Email to: APinvoices@graham.ca (preferred) or;
- Mail / Courier: "Attention Corporate Accounts Payable"
10840-27th Street SE Calgary, Alberta T2Z 3R6.
- **Please only use one method of submission; do not send duplicate information**
- Faxed invoices are not accepted.
- Invoices paid with a P-card should not be submitted to Corporate Accounts Payable.

Payment Methods: Graham's preferred method of payment is Electronic Funds Transfer (EFT)



Legal Entity Names

The following table provides the correct Graham legal entity names needed to submit invoices.

Note: Direct any legal entity questions or concerns to the Graham employee who requested the Materials or Services.

Legal Entity Name - Canada	GST #
Graham Group Ltd.	132251539RT0001
Graham Building Services LP	845750892RT0001
Graham Building Services Ltd.	856227699RT0001
Graham Construction and Engineering Inc	102164928RT0001
Graham Construction Resources LP	839265709RT0001
Graham Construction and Engineering LP	814295473RT0001
Graham Construction and Engineering, a JV	R124072513.JV
Graham Construction Resources Ltd.	826125908RT0001
Graham Design Build Services LP	845749696RT0001
Graham Design Build Services Ltd.	856489828RT0001
Graham Design Builders LP	813889946RT0001
Graham Design Builders Ltd.	867031387RT0001
Graham Industrial Services LP	814296877RT0001
Graham Industrial Services Ltd.	898101829RT0001
Graham Infrastructure LP	828052969RT0001
Graham Infrastructure Ltd.	871890182RT0001
Graham Maintenance Services LP	765815709RT0001
Graham Management Services LP	849572938RT0001
Graham Management Services Ltd.	841732332RT0001
Graham McKay LP	774683700RT0001
Gracorp Capital Advisors	855559423RT0001
Gracorp Properties LP	706930914RT0001
Great Plains Contracting Inc.	807773106RT0001
Great Plains Contracting LP.	820451706RT0001
PAFHQ Construction GP Ltd.	807773106RT0001
Quinn Construction Ltd.	898976535RT0001
Quinn Contracting Ltd.	104371976RT0001
Quinn Maintenance Inc.	842429995RC0001

Legal Entity Name - US	EIN (Tax ID)
Graham Group (US) Inc	91-1568578
Graham Contracting Ltd. (US)	91-1568579
Graham Construction & Management Inc (US)	91-2144907
Graham Construction Services Inc (US)	20-0153427
Graham Construction Inc (US)	20-8980429
Gracorp Inc	42-1774319
Gracom Masonry Inc	20-7871409