

**New Enterprise Asset Management System Coming - January 1, 2020**

Dear Supplier,

Effective January 1, 2020, Bruce Power will be implementing Maximo, a new enterprise asset management system to replace Passport.

Maximo is a world-class solution that will set Bruce Power up for success for many years to come. Maximo is used in many other industries and we are looking forward to the numerous benefits and features that will come with its implementation.

**Implementation Impacts**

With the exception of critical deliveries, Bruce Power will commence a no shipping window from December 20, 2019 - January 6, 2020. We ask that you ship material and submit any related documentation requirements prior to this date to ensure efficient processing of materials.

Additionally, Suppliers utilizing the services of GEP will be unable to receive and/or acknowledge purchase orders from December 27 – December 31, 2019. You must complete these transactions prior to this time or data will be lost.

In preparation for the Maximo implementation on January 1, 2020, effective immediately, we are making changes to the invoice submission process (see Fig.1).

**Post Implementation**

The Maximo procure to pay process will result in process changes that may affect your organization (see Fig. 2).

**Support**

We look forward to this transition and encourage you to contact us with any of your questions or concerns. Please continue to visit our website at [www.brucepower.com](http://www.brucepower.com) for updates as we work together through this change.

Sincerely,



Ross Thompson,

Department Manager, Procurement

Bruce Power L.P.

## **Implementation Impacts - Fig.1: Invoice Submissions**

Although Maximo will be activated on January 1, 2020, effective immediately, we ask that you submit final invoices to Bruce Power in accordance with the following:

- Final invoices must be submitted by email and only to the following email address: [BNPDAcctsPayableInvoiceSubmissions@brucepower.com](mailto:BNPDAcctsPayableInvoiceSubmissions@brucepower.com).
- One invoice will be accepted per email.
- If supporting documentation is required, this must be embedded in the invoice attachment. If additional documentation is to be submitted, these attachments must be emailed to the inquiries email address (see below).
- The subject line of the email must read **PO Number - Invoice Number (i.e. 00223765 - 20195326 where 00223765 is the PO number and 20195326 is the invoice number)**.
- Invoice numbers are NOT to be truncated. If there are leading zeros or alpha characters these must be included.
- If an invoice has been submitted, do not resubmit. An inquiry email is to be sent to the inquiries email address (see below).
- Your invoice may be rejected if your invoice does NOT have all of the following:
  - Be addressed to Bruce Power Inc.
  - Have a Bruce Power PO number and release number (where applicable)
  - A unique invoice number
  - Invoice date
  - Supplier name as stated on the PO
  - Remittance address
  - PO / Contract line details
  - Total Invoice amount
  - Currency of Invoice
  - HST registration #, if charging HST (or other provincial taxes)
  - Shipping terms and required documentation
  - Other substantiating documentation as noted in the PO

All other communications regarding invoices, including supplier inquiries and statements of accounts are to be sent to [BNPDAcctsPayableInquiriesonly@brucepower.com](mailto:BNPDAcctsPayableInquiriesonly@brucepower.com).

### **Contact us**

Elizabeth Clark, Manager Financial Accounting Services: 519-361-3209 or [elizabeth.clark@brucepower.com](mailto:elizabeth.clark@brucepower.com)

General Finance Inquiries: [BNPDAcctsPayableInquiriesonly@brucepower.com](mailto:BNPDAcctsPayableInquiriesonly@brucepower.com)

## **Post Implementation - Fig. 2: Procure to Pay Process Changes**

The Maximo procure to pay process will result in the following process changes that may affect your organization:

- You must submit invoices for services to the applicable contract manager for review and approval.
- Once the invoice is approved, the contract manager will move the invoice to Accounts Payable for keying and payment. Invoices will no longer be sent back to the supplier to resubmit to our Accounts Payable department.
- Contract Payment Authorization numbers (CPAs) are no longer required.

### **Pay on Receipt Purchase Orders – Materials**

For suppliers set up with Pay on Receipt:

- Bruce Power will automatically create a payment invoice upon receipt of material against a Bruce Power Purchase Order.
- No Invoice is required for Material Pay on Receipt Purchase Orders.
- Payments are based on the prices contained within the purchase order values.

### **Pay on Receipt Purchase Orders – Services**

For suppliers set up with Pay on Receipt:

- You must submit invoices to the applicable Bruce Power contract manager for review and acceptance. Once approved by the contract manager, the approved service receipt will automatically generate a payment within Maximo.
- Bruce Power will automatically create a payment invoice upon receipt of the Service against a Bruce Power Purchase Order.

### **Blanket Purchase Orders**

- Master Blanket Purchase Orders will be administered through a Purchase Contract with each Blanket Purchase Order release getting an individual Purchase Order number assigned. These Purchase Orders will reference the Blanket Purchase Order number as the Contract Reference, Contract Revision and Contract Release number.
- Blanket Purchase Orders administered prior to go live, will be referenced to as a Purchase Contract Number in Maximo and will include references to Purchase Contract revisions and releases
- Suppliers will invoice based on the unique Purchase Order number assigned and the majority of these blankets will be set up as pay on receipt.

### **Contact us**

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