

Information Document

Invoices Submitted to the AESO

ID #2025-001

Information documents are not authoritative. Information documents are for information purposes only and are intended to provide guidance. In the event of any discrepancy between an information document and any authoritative document¹ in effect, the authoritative document governs.

Purpose

This information document relates to the following authoritative documents:

- Section 202.4 of the ISO rules, *Managing Long Lead Time Assets*;
- Section 206.2 of the ISO rules, *Interim Supply Cushion Directives*;
- Section 306.5 of the ISO rules, *Source Asset Outage Reporting and Coordination*; and
- Section 8 of the ISO tariff, *Ancillary Services*.

The purpose of this information document is to describe the AESO's expectations for invoices submitted to the AESO by market participants.

Submission of Invoices

The AESO expects formal invoices submitted by market participants to contain the following information:

- The market participant's legal and/or operating name and, if applicable, logo;
- The market participant's contact details, including:
 - Business address;
 - Email address; and
 - Phone number(s);
- The market participant's GST registration number;
- If applicable, the pool participant ID;
- The asset ID;
- The AESO's name: Alberta Electric System Operator;
- The AESO's contact details, including the address:
 - 3000, 240 - 4 Avenue SW, Calgary, AB T2P 4H4;
- A unique invoice number;
- The invoice date;
- Subtotal;
- GST, as calculated on the subtotal;
- Total amount due, calculated as the sum of subtotal and applicable GST;

¹ "Authoritative document" is the general name given by the AESO to categories of documents made by the AESO under the authority of the *Electric Utilities Act* and associated regulations, and that contain binding legal requirements for either market participants or the AESO, or both. Authoritative documents include the ISO rules, the reliability standards, and the ISO tariff.

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- Method of payment and related payment information, including banking information to pay electronically by EFT/ACH or Wire, or mailing address to pay by Cheque. Note that payment by EFT/ACH is the AESO's preferred method of payment; and
- Payment terms.

In addition to the items listed above, a market participant should ensure that an invoice contains any required information in accordance with the relevant authoritative document or information document.

Any payment terms included on an invoice are expected to be in accordance with the relevant authoritative document or information document. Note that the AESO does not pay interest charges relating to late payment of an invoice.

When submitting an invoice to the AESO, a market participant should follow the submission instructions in the relevant authoritative document or information document.

Revision History

Posting Date	Description of Changes
2025-02-05	Initial release.