



FEB 14 2020

MS. CAITLIN CLEVELAND  
MLA, KAM LAKE

**Oral Question 16-19(1) Prompt Payment of Northern Vendors**

This letter is in follow-up to the Oral Question you raised on December 11, 2019, where you requested documentation that can inform business owners of ways to ensure they are being paid for their services to the Government of the Northwest Territories (GNWT) in a timely manner.

Further to my enclosed response letter from January 28, 2020, and the draft information sheet regarding payment processing developed by the Department of Finance, I wanted to thank you for circulating the draft document at your constituency meeting and seeking feedback.

As we work towards ensuring that northern businesses are paid in a timely manner for their services, I look forward to any feedback you may have regarding the draft document, and trust that we will be able to work together to provide your constituents, and all business owners within the Northwest Territories, with the appropriate information to support timely payment.

Thank you for your interest in this matter, and I look forward to working together to address any specific concerns raised by your constituents.



Caroline Wawzonek  
Minister of Finance

Attachment

- c. Secretary to the Financial Management Board/Deputy Minister of Finance  
Clerk of the Legislative Assembly  
Legislative Coordinator, Executive and Indigenous Affairs





# GET PAID FASTER BY FESS

Financial and Employee Shared Services (FESS) processes all financial transactions on behalf of GNWT departments, the Northwest Territories Health and Services Authority (NTHSSA) and the Northwest Territories Housing Corporation (NWT HC). Our goal is to process payment for all vendors within 20-30 days of receiving an invoice. Here are some tips to get your invoice processed as quickly as possible:

## #1. SEND IT TO FESS

All invoices get directed to FESS for payment. You can reduce the amount of time to get paid by sending your invoice directly to us.

## #2. EMAIL YOUR INVOICE

You can submit your invoice by mail and in person to any of our regional services, but the quickest way to get paid is by emailing your invoice to [financial\\_sharedservices@gov.nt.ca](mailto:financial_sharedservices@gov.nt.ca).

*Note: If you send your invoice by email, you are not required to mail in a printed copy*

## #3. USE DIRECT DEPOSIT

Why wait for a cheque? Sign up for direct deposit and get payment sent directly to your account.

## #4. PROVIDE DETAILS & AVOID DELAYS

Avoid delays by including all of the information FESS needs in order to process your invoice. See reverse for more information on the required details.

FESS will return your invoice if there is information missing—if this happens the 20-30 day timeline for payment will not restart until all information has been received.



# CONTACT FESS

Reach out to your regional FESS service centre if you have any questions or concerns:

REGION	PHONE NUMBER	MAILING ADDRESS	DROP OFF LOCATION
<b>Beaufort Delta</b>	(867) 777-7456	Box 2480 Inuvik, NT X0E 0T0	3rd Floor, Kigiaq Centre 106 Veterans Way Inuvik
<b>Dehcho</b>	(867) 695-7525	PO Box 440 Fort Simpson, NT X0E 0N0	2nd Floor, Chief Baptiste Cazon Building 9802 98th Avenue Fort Simpson
<b>North Slave</b>	(867) 767-9174	Bag Service 1511 Yellowknife, NT X1A 2R3	3rd Floor, YK Centre 4005 48th St Yellowknife
<b>Sahtu</b>	(867) 587-4567	Bag Service 1300 Norman Wells NT X0E 0V0	#8 Town Square MacKenzie Drive
<b>South Slave (Fort Smith)</b>	(867) 872-2450	PO Box 1230 Fort Smith NT X0E 0P0	182B McDougal Rd Fort Smith
<b>South Slave (Hay River)</b>	(867) 874-2348	62 Woodland Dr. Hay River, NT X0E 1G1	Suite 211 2nd floor, Wright Bldg 62 Woodland Dr Hay River

**Make sure your invoice includes all of the following information when you submit it:**

- department/agency the invoice is for
- your company's legal name and mailing address
- invoice date and number
- contract, service or purchase order number(s)
- description of the goods/services
- date the goods and/or services were provided

For more information, including how to sign up for direct deposit, visit:

[www.fin.gov.nt.ca/fess](http://www.fin.gov.nt.ca/fess)

Any questions should be directed to:

[financial\\_shareservices@gov.nt.ca](mailto:financial_shareservices@gov.nt.ca)