



Appendix 2: Country-specific invoicing instructions – Canada

If possible, please use English as your invoicing language.

Available invoicing options:

- PO flip on SAP Business Network*
- PDF invoices via e-mail
- Paper invoices

* SAP Business Network offers you an opportunity to invoice us electronically by flipping our Purchase Order (PO) into an invoice. **Note that if you choose this method, you should NOT send us your invoice via any other channel.** The non-PO invoicing functionality on SAP Business Network is not active.

Buying unit and billing address:

Make sure all invoices are billed to the correct Ingka buying unit.

Billing address
IKEA Canada Ltd Partnership 1065 Plains Road East Burlington, ON CA 7T 4K1
IKEA Distribution Services CA Inc 1065 Plains Road East Burlington, ON CA L7T 4K1
IKEA Properties Ltd 1065 Plains Road East Burlington, ON CA L7T 4K1
Oldman 2 Windfarm Limited 1065 Plains Road East Burlington, ON CA L7T 4K1



Sending PDF invoices:

Below are instructions if you are doing business with IKEA (Ingka Group) Canada and wish to send PDF invoices.

Please put only one recipient e-mail address in "to" and any other relevant recipients in "cc".

One invoice only per PDF attachment, and up to 5 attachments per e-mail. Any other document type will be rejected. The maximum number of pages allowed per invoice is 100 pages, and the maximum size per PDF is 10MB.

Make sure you mail your invoice to the correct Ingka buying unit or the invoice may be returned to you.

Please note that our e-mail addresses for PDF invoices are being replaced. Going forward, use the addresses below.

All invoices already sent to our old e-mail addresses will be handled. Do not resend your invoice.

Buying Company Name	
IKEA Canada Ltd Partnership	ikea000002-ca-3120-idf1@pdfinbound.com
IKEA Distribution Services CA Inc	ikea000002-ca-3111-idf1@pdfinbound.com
IKEA Properties Ltd	ikea000002-ca-3130-idf1@pdfinbound.com
Oldman 2 Windfarm Limited	ikea000002-ca-3138-idf1@pdfinbound.com

Sending Paper invoices:

Both the buying company name and billing address (see table above) must be visible on the invoice.

If you want to send your invoices in paper format, please be aware that the handling time is longer than with electronic or PDF invoices. Send your invoice to the address listed below.

Send paper invoices to these PO boxes
IKEA Canada Ltd Partnership PO BOX 20038 RPO Thistletown Etobicoke, Ontario M9V 0A4



IKEA Distribution Services CA Inc PO BOX 20047 RPO Thistle town Etobicoke, Ontario M9V 0A4
KEA Properties Ltd PO BOX 20048 RPO Thistle town Etobicoke, Ontario M9V 0A4
Oldman 2 Windfarm Limited PO BOX 20037 900 ALBION Rd, Unit 1, Bldg 1 Etobicoke, Ontario M9V 1A0