FACILITY ENGAGEMENT
An SSC Initiative

FESC Bookkeeping and Payment Timelines

To ensure Enkel can provide monthly financial and credit card statements by the 25th day of the month, please refer to the MSA actions and timelines below.

Supplier Payments	
Timelines	**Action**
On the 1st and the 15th of the month (or next business date after, if they fall on a weekend or statutory holiday)	• Enkel initiates payment
5 business days **before** the payment initiation date	• MSA submits and approves all supplier claims in FEMS. Claims entered and approved after this date will appear of the next payment schedule.
4 business days **before** the payment initiation date	• Enkel reviews the invoices and sends queries to MSA, if needed.
3 business days **before** the payment initiation date	• MSA responds to Enkel queries, if needed.
2 business days **before** the payment initiation date	• Enkel generates the payment schedule for supplier claims and forwards the schedule to FE corporate office.
Within 4 business days of the payment initiation date	• Payee receives a notification from Plooto*
Within 6 business days of the payment initiation date	• Payee receives payment via Plooto*

**Plooto: Enkel's electronic fund transfer payment software*

If you are unable to meet a deadline or require further support, please contact Enkel at fesc@enkel.ca.