



# Online Invoice Submission Procedures

## Invoice Submission Tool:

The Invoice Submission Tool allows towing vendors to submit invoices directly to our team in a standardized format. It ensures that all required details—such as invoice numbers, dates, and towing information—are captured accurately, improving efficiency and reducing errors. This streamlined process helps vendors get paid promptly and ensures our records remain complete and up-to-date.

## Instructions

- Access the online submission form on our [Partners Website](#).
- Fill out all required fields (Marked with a red star).
- Email the form to: [TowingServices@mpi.mb.ca](mailto:TowingServices@mpi.mb.ca)
- Double-check that all required fields are complete before sending.
- For a completed form please see example below

## Contact for Support

Phone: (204) 985-7766

Email: [TowingServices@mpi.mb.ca](mailto:TowingServices@mpi.mb.ca)

Hours: 8:00 AM – 4:00 PM



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## Reminders

- The invoice is for additional costs only (e.g., extra fees outside the Claim Related Tow).
- All invoices will be reviewed and subject to approval by Manitoba Public Insurance.



MANITOBA  
PUBLIC INSURANCE

## Tow Vendor Invoice Form

### Company Information

Company Name	MPI Towing	Invoice Number*	A-03
Company Address	1981 Pleassis Rd	Invoice Date*	May 29, 2025
Postal Code	R3W 1S4	GST Number	123ABC
RAN	A2356	Amount Due	40.00

Tow  
Vendor's  
Invoice  
Number

Date the  
invoice is  
submitted

### Vehicle Information

Year*	2020	Make*	Honda	Model*	Civic	Colour*	Red	VIN*	12345
Plate Number*	ABC 123	Stock Number*	12345	Gross Vehicle Weight (Kilg)					

### Tow Details

Tow Authorized by*	Ryan Cooke		
Tow from Location*	Main Street	Date/Time Tow Requested*	May 27, 2025 - 8:45am
Tow to Location*	PDC	Date/Time Tow Completed*	May 27, 2025 - 8:45am
Tow Reason*	Crash Incident		

Ensure time  
is entered

Charge Description*	Quantity*	Cost*	Amount*
Extra Absorbant	2	20	40
		Total	40

Image Link*	<a href="https://photo.office.com/may">https://photo.office.com/may</a>
Additional Notes*	

Image  
upload link

Submit