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# Important Notice Enclosed



PO BOX 160609  
Altamonte Springs, FL 32716

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FLORIDA PUBLIC SERVICE COMM  
CAPITAL CIRCLE OFFICE CENTER  
2540 SHUMARD OAK BLVD  
TALLAHASSEE FL 33767

April 1, 2020

Dear Valued Corix Supplier,

This letter is intended to notify you that Water Service Corporation, a Corix company, is in the process of implementing a new enterprise financial system. Our Oracle enterprise platform will streamline processes across our organization and ensure transparency and accountability between us and our suppliers. The go-live date for this new Oracle platform is May 1<sup>st</sup>, 2020. Like most businesses, our office employees are working remotely as a precaution against COVID-19. This updated system will allow us to operate efficiently during these difficult times and ensure timely processing of invoices and payments.

**Immediate Action:** Complete the ACH form on the following page and email to [suppliers@corix.com](mailto:suppliers@corix.com) to enable electronic funds transfer

**Supplier Changes and Required Actions**

In addition to the change in software, several of our business processes will also change.

Please refer to the chart below for impacts and required actions.

Changes	Required Actions - Starting May 1, 2020
<p><b>Sales Changes</b></p> <ul style="list-style-type: none"> <li>Many Corix employees will now be enabled with p-cards to purchase some products immediately, requiring no purchase order</li> </ul>	<p>No supplier action required. This capability will enable you to receive payments immediately, with no need to invoice or track Accounts Receivable</p>
<p><b>Sales Changes</b></p> <ul style="list-style-type: none"> <li>A Purchase Order is required prior to placing an order value of \$250 or greater</li> <li>The PO# will be required to be referenced on all documents (packing slips, etc.)</li> </ul>	<p>Request a purchase order document from Corix in order to place an order</p>
<p><b>Invoicing Changes</b></p> <ul style="list-style-type: none"> <li>If the invoice is \$250 or greater, a PO# is required on the invoice</li> <li>For invoices not requiring a PO, a Business Unit # is required</li> <li>For <u>service</u> invoices, a Requestor is required on invoices (refer to PO for name)</li> </ul>	<p>Suppliers must include PO# on Corix invoices</p>
<p><b>Invoicing Changes</b></p> <ul style="list-style-type: none"> <li>Invoices must be sent electronically via email starting May 1, 2020</li> </ul>	<p>Electronic Invoice Instructions:</p> <ul style="list-style-type: none"> <li>Invoices <b>cannot</b> be handwritten</li> <li>PO Number must be typed on the invoice</li> <li>When emailing invoices only include one invoice per PDF attachment</li> <li>Email to: <a href="mailto:elcq.fin.invoices@elcq-opcwf.usdc2.oraclecloud.com">elcq.fin.invoices@elcq-opcwf.usdc2.oraclecloud.com</a></li> </ul> <p>The email address is available in several locations:</p> <ul style="list-style-type: none"> <li>Referenced on your Corix PO</li> <li>On our website <a href="http://corix.com/suppliers">corix.com/suppliers</a></li> </ul>
<p><b>Corix Payment Changes</b></p> <p>Corix is pleased to offer electronic ACH/EFT as our preferred payment option. Invoices will now be paid electronically</p>	<p>Please complete the ACH form on the following page and email to <a href="mailto:suppliers@corix.com">suppliers@corix.com</a>. You can send this information now.</p>

Note: supplier numbers will be changing (no action).

Over the next few months, we are continuing to enhance our supplier capabilities. Please watch for communications regarding the launch of our Supplier Portal later this year.

Thank you for bringing this announcement to the attention of your billing and sales departments. We truly value you as a business partner and appreciate your assistance in making this important change.

Toni Federico  
Accounts Payable Supervisor

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**EFT - ACH VENDOR/MISCELLANEOUS PAYMENT  
ENROLLMENT FORM**

<b>1.1 PAYOR/COMPANY INFORMATION</b>	
COMPANY NAME: Corix Group of Companies	
ADDRESS: 500 W. Monroe St. Suite 3600 Chicago, IL 60661-3779	
CONTACT PERSON NAME: Toni Federico	
EMAIL ADDRESS: suppliers@corix.com	
TELEPHONE NO. 847-897-6454	FAX NO. 847-498-9596

<b>2. PAYEE/COMPANY INFORMATION</b>	
COMPANY NAME:	
ADDRESS:	
TELEPHONE NO.	FAX NO.
CONTACT PERSON NAME:	
REMIT ADVICE EMAIL ADDRESS:	
FEDERAL IDENTIFICATION NUMBER:	PAYMENT TERMS:
REMIT ADVICE ADDRESS:	

<b>BANK INFORMATION</b>	
BANK NAME:	
BANK COUNTRY:	
NINE-DIGIT ROUTING TRANSIT NUMBER:	
BANK ACCOUNT NUMBER:	
ACCOUNT NAME (OPTIONAL):	
TYPE OF ACCOUNT (SAVINGS OR CHECKING):	

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