



# Important Notice Enclosed

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COMMISSION CLERK



PO BOX 160609  
Altamonte Springs, FL 32716

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CAPITAL CIRCLE OFFICE CENTER FLORIDA PUBLIC SERVIC  
2540 SHUMARD OAK BLVD  
TALLAHASSEE FL 32399-7019

May 11, 2020

Dear Valued Corix Supplier,

**IMPORTANT NOTE: The email address referenced in our original April 1 communication has changed. Please use the following email address to send invoices going forward:** [elcq.fin.invoices@elcq-opcwf.mail.us2.oraclecloud.com](mailto:elcq.fin.invoices@elcq-opcwf.mail.us2.oraclecloud.com)

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>	No supplier action required. This capability will enable you to receive payments immediately, with no need to invoice or track Accounts Receivable
<p><b>Sales Changes</b></p> <ul style="list-style-type: none"> <li>A Purchase Order is required<sup>1</sup> 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>	Request a purchase order document from Corix in order to place an order.
<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>	Suppliers must include PO# on Corix invoices
<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 invoices to: <a href="mailto:elcq.fin.invoices@elcq-opcwf.mail.us2.oraclecloud.com">elcq.fin.invoices@elcq-opcwf.mail.us2.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>	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.

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

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

<sup>1</sup> For Chemical and Utility suppliers, a Corix representative may supply you with a cost center reference in lieu of a PO#

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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: <a href="mailto:suppliers@corix.com">suppliers@corix.com</a>	
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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