



Dear Supplier,

Consolidated Edison Company of New York, Inc. (on behalf of itself, or its affiliate, Consolidated Edison, Inc. or Orange and Rockland Utilities Inc., as the case may be) is offering Electronic Funds Transfer (EFT) as a payment option for suppliers. If you choose this option, funds will be deposited directly into your bank account via the automated clearing house (ACH) network. You may already be using this same process for transactions with your customers, clients, and suppliers.

There are a number of benefits for enrollees:

- Quicker payments rather than waiting for checks to arrive in the mail;
- Convenience and time savings from reduced check handling and paperwork;
- Elimination of lost checks; and
- Increased investment potential through shortened check float due to quicker deposits.

Enclosed is an “**ACH ELECTRONIC PAYMENT AUTHORIZATION FORM**” which must be completed by your firm and financial institution. A reference guide, “**Electronic Payments Guidelines for Participants**,” is also enclosed, which explains the ACH requirements.

We encourage you to sign up now so that you can take advantage of the benefits of EFT.

Sincerely yours,

Supply Chain Department
Supplier Management Group

INSTRUCTIONS FOR ELECTRONIC PAYMENT AUTHORIZATION FORM

ACH Enrollment

- Payee must complete Part A and Part B.
- Submit to your Financial Institution for completion of Part C.
- An invoice with remit to address and banking details or company letterhead with remit to address and banking details **must** be provided.
- A W-9/W-8 (Most recent IRS version)
- A “voided” check or deposit slip can be returned with this form. (Optional)

How to contact us

- Email: supplierenablement@coned.com
- Phone #: 212-460-4125 Option 5

Electronic Payments Guidelines for Participants

The guidelines below apply to vendors who have elected to be paid by Electronic Funds Transfer (EFT) through the automated clearing house (ACH) network.

Payments by Electronic Transfer

- Enrollment is voluntary.
- An “*Electronic Payments Authorization Form*” must be completed by your firm and banking institution.
- If you enroll, payments formerly made by check will be made by EFT via ACH.

Invoice Information

- Invoices submitted to Consolidated Edison Company of New York, Inc. (on behalf of itself, or its affiliate, Consolidated Edison, Inc. or Orange and Rockland Utilities, as the case may be), must include the EFT “remit to” information that was referenced on the enrollment form (such as, Payee address , ABA Routing # and Account #).

Notification of Payments

- A remittance notice **WILL NOT** be mailed for electronic payments.
- Payment information and status of your invoices may be obtained only from the Con Edison Oracle supplier Portal by individuals who are enabled with CE Invoicing responsibility.

Account changes or withdrawals from EFT

- To change any information previously submitted on the Electronic Payments Authorization Form, suppliers are required to complete a new ACH Electronic Payment Authorization Form.
- Invoices will be processed for payment via ACH, **after** your banking details have been received and your supplier record has been updated. Should you seek to change the payment method you have on file with us, we will not be able to retroactively apply those terms to any invoices that have already been submitted or are in the process of being paid.
- To disable existing ACH enrollment, a letter must be submitted to the Email: supplierenablement@coned.com

