

March 2021

Message to Suppliers – Bids, Invoices, Inquiries and Supplier Information

As was previously indicated March 2020, Nalcor and its subsidiaries have been implementing some changes in our business processes. These changes are necessary to ensure continuity throughout the business and ensure the health and well being of our employees, suppliers and contractors as we continue to do business.

Please be sure to look for updates from us on our website and read through this information in full and follow the instructions.

We thank you for your cooperation and understanding as we implement these changes. Our team remains available by phone or email if you have questions or require additional information. Please stay safe.

Please take the time to read the important information and changes below:

BIDS & TENDERS

- Due to COVID-19, there will be no physical location for public openings during the pandemic. All results will continue to be publicly posted in the Bid Opportunities section of our website: <https://bids.nalcorenergy.com/Module/Tenders/en>
- We **no longer accept** hardcopy or faxed Open Call Submissions.
- To submit a bid, you must register on the Bid Opportunities website noted above and **submit your bids online** through the web portal.
- **Important:** Please give yourself enough time to upload your documents before the submission deadline. It is the responsibility of the Bidder to ensure that all required documents identified in an Open Call for Bids are included and uploaded with its Bid Submission by the Submission Deadline. Failure to include all required documents may result in disqualification of a Bid submission.

INVOICES

- To allow for processing we require an **electronic invoice** to be submitted. Paper or hardcopy invoices will not be processed. The following instructions should be followed when submitting your invoice:
 - Send your **invoice** by e-mail to the following address:
 - NalcorAPInvoices@nalcorenergy.com

- Invoices must be sent as a PDF file attachment
- Multiple invoices may be included in a single email; however, each attachment must only consist of **one invoice** and its supporting documents
- You will receive an acknowledgment of receipt once we have received your email
- Any paper or hardcopy invoices will need to be resubmitted electronically, as they can no longer be processed.
- For accounts payable **inquiries** or statements, please submit to the following email address:
 - NalcorAPInquiries@nalcenergy.com

PAYMENT

- For suppliers who have not transitioned to electronic payments and are currently receiving payment via cheque, or those requiring an update to their banking or contact information, please follow the instructions below:
 - **Complete** the attached Supplier Information form with updated EFT information
 - **Attach** the completed Supplier Information form along with a void cheque or letter from Financial Banking Institution in an e-mail, and submit both documents to SupplierInformation@nlh.nl.ca

IMPORTANCE OF ACCURATE INFORMATION

- **PLEASE NOTE:** It is important to ensure that any information changes or updates are communicated as soon as possible using the appropriate Supplier Information Form.
- Banking information changes require a valid void cheque be included with requested changes and updates.
- Keeping contact information up to date is important to ensure Suppliers receive notifications from Nalcor and subsidiaries.

ALL SUPPLIER INFORMATION MUST BE EMAILED TO:

SupplierInformation@nlh.nl.ca

SUPPLIER INFORMATION FORM

Nalcor and its subsidiaries are moving to Electronic Data Exchange for Supply Chain and Accounts Payable.

Suppliers will be **paid by Electronic Funds Transfer (EFT)** payment system; an email remittance advice providing details of the payment will accompany each payment.

Please review the below in full and provide details as required to the appropriate email address.

Company	Newfoundland and Labrador Hydro Nalcor Energy Churchill Falls (Labrador) Corporation Nalcor Energy Oil & Gas Nalcor Energy Marketing Twin Falls Corporation	NOTE: This process <i>DOES NOT INCLUDE</i> Lower Churchill Management Corporation
Accounts Payable Invoice Submission	NalcorAPInvoices@nalcorenergy.com	Use this email for Invoice Submission Only
Accounts Payable Inquiries	NalcorAPInquiries@nalcorenergy.com	Use this email for: <ul style="list-style-type: none"> • Invoice Inquiry • Statement of Accounts
Supplier Information	SupplierInformation@nlh.nl.ca	Use this email for general supplier inquiries as well as when submitting this form.

To ensure accurate information is entered into the payment system, Suppliers **must** do the following as soon as possible:

1. Fill out the Supplier Information below.
2. Attach a voided cheque or letter from Financial Institution
3. Email both to: SupplierInformation@nlh.nl.ca

Company Name:

Hereby authorizes Nalcor to electronically deposit to the account number noted on this form.

AUTHORIZED SIGNING OFFICERS

DATE:

Name (Please Print)

Signature

Title (Please Print)

Name (Please Print)

Signature

Title (Please Print)

Please provide a common Email address if applicable for "All Information Purposes";

If there are multiple contacts and Email addresses for various processes, please be sure to add them to the appropriate Contact Information section below:

SUPPLIER INFORMATION

NOTE: Invoices must match supplier name on purchase order

Company Name:	
Legal Title:	
Company Address:	City/Province:
Country:	Postal/Zip Code:
Phone Number:	Fax Number:
HST Registration: (mandatory)	

CONTACT INFORMATION (WHERE TO SEND A PURCHASE ORDER OR QUOTE)

Check Box if Address and Contact Information is same as Above in SUPPLIER INFORMATION

Company Name:	
Company Address:	City/Province:
Country:	Postal/Zip Code:
Phone Number:	Fax Number:
Purchase Order Email Address:	

PAYMENT INFORMATION (Payment will be made by EFT)

Check Box if Address and Contact Information is same as Above in SUPPLIER INFORMATION

Company Name:	
Company Address:	City/Province:
Country:	Postal/Zip Code:
Phone Number:	Fax Number:
EFT Payment Notification Email Address:	

Currency: Canadian Dollars	
Bank Name:	
Bank Address:	City/Province:
Country:	Postal/Zip Code:
Bank Institution Number:	Bank Transit Number:
Bank Account Number:	

SALES CONTACT INFORMATION

Name:	
Phone Number:	Fax Number:
Email Address:	

Name:	
Phone Number:	Fax Number:
Email Address:	

This form is to be completed by Suppliers that do business with Nalcor and Subsidiaries for the supply of Commodities (Goods, Services, Public Works and Lease of Space)