

5/1/2019

Dear Valued Supplier,

Otis Elevators preferred method of supplier invoice payments is EFT (Electronic Funds Transfer (EFT)). Here are some of the advantages to you:

- Safer and more secure method of payment - paper checks can be lost in the mail, stolen, or delivered to the wrong address.
- Speed - receive payment faster - no need to wait for checks to be delivered, then to clear. This could result in increases to your cash flow. EFT payments are made daily, whereas checks are generated once a week.
- Save time - money deposited into your bank account is automatic. You save the time you used to spend at the bank, depositing the check.

Payments can be made two ways; with paper remittance advice or electronic remittance advise, also known as CTX. EFT payments are now made daily, Monday through Friday. At the same time funds are transferred to your account, if you request a paper remittance advice the advice is generated providing the total dollar amount of the deposit along with the detailed invoice breakdown and mailed to you. It should be received 2-3 days after the funds are deposited in your account. If you selected electronic remittance advice, done through CTX format, the details will be sent to your bank at the time the funds are and will be available the day the deposit made into your account .Electronic remittance is a service that you, the supplier, would need to establish with your bank.

Please complete the attached for and return it directly to NAAEFTEnReq@otis.com

Until this form is completed, payments will not be issued.

If you have any questions please contact GPOTISVENDORMAINTAUTH@otis.com