

February 5, 2021

MAKING INVOICE PAYMENTS EASIER AND FASTER!

SIGN UP FOR BGIS ELECTRONIC FUND TRANSFER (EFT)/ AUTOMATED CLEARING HOUSE (ACH)

If you are already set up for EFT/ACH, please disregard this message.

Dear Valued BGIS Suppliers,

We want to make payments easier and faster for everyone.

It's likely you are already experiencing delays in receiving your cheques and in some cases, they may have gotten altogether lost. For the wellness of our team members and COVID-19 restrictions, we also want to take further safety measures to avoid unnecessary mail handling and trips to the physical public banking locations.

This is a great opportunity to remind our service providers that the preferred BGIS payment method is EFT/ACH. Attached is a BGIS EFT Consent Form and a security questionnaire. Please complete at your earliest convenience and email at EFT@bgis.com to get set up for this convenient payment method.

Our goal is to eliminate physical cheque/check handling and get payments faster to service providers, while promoting a safe workplace.

We also would like to remind you that the BGIS invoicing requirements, with additional instructions, videos and support materials can be found on the supplier section of our website www.bgis.com. We encourage you to review this material to help facilitate the processing of your invoices and to take advantage of our email invoice process.

Thank you for being a partner to BGIS and supporting the delivery of services to our clients.

Should you have any questions please contact us at procurement@bgis.com

Thank You,

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