

NEW SUPPLIER ENROLLMENT

Thank you for becoming a Mortenson supplier! Mortenson wants to ensure we can receive, process, and pay your invoices in a timely manner. Please follow the steps below to complete the enrollment process:

- Complete and sign the attached **Supplier Setup Form**.
- Send the completed form to APQuestions@mortenson.com.
- To ensure your invoices are processed and paid in a timely manner, please review and follow the instructions outlined below.

Payment Options & Enrollment	<p>We offer the following payment options:</p> <ul style="list-style-type: none"> ○ Virtual Credit Card - Allows you to process payment from us via credit card. ○ ACH (via Paymode-X) - Allows us to deposit payment directly into your bank account. <p>For further information and to enroll in one of these payment options, please see the instructions on the enclosed enrollment documents.</p>	
Payment Terms	<p>Notwithstanding anything to the contrary in any credit application, payment terms and conditions will be in accordance with Mortenson's Purchase Agreement or Purchase Order Agreement.</p>	
Invoice Requirements	<p>To ensure timely processing and payment, invoices must include the following:</p> <ul style="list-style-type: none"> ○ Billed to Organization & Address ○ Project Number <u>or</u> Purchase Order Number ○ Project Name ○ Mortenson Contact Name 	
Invoice Submission	<p>Electronic <i>(preferred)</i> Please submit all invoices via email to EDM@mortenson.com.</p> <ul style="list-style-type: none"> ○ Please send only one invoice per PDF file. ○ Multiple PDF files can be included in one email. 	<p>Mail If unable to submit electronically, please send invoices to the following address: <i>(Billed to Organization)</i> PO Box 1333 Minneapolis, MN 55440</p>
Statements	<p>Statements should be submitted via email to APStatements@mortenson.com.</p>	
Credit Application	<p>Requests for credit application should be submitted via email to APQuestions@mortenson.com.</p> <ul style="list-style-type: none"> ○ Applications will be processed in 5-7 business days. ○ Mortenson will not provide financial statements as part of the credit application process. Our Credit Reference Letter is available upon request. ○ Mortenson team members will not sign personal guarantees. 	
Contact Information	<p>Inquiries regarding your account or invoice processing / payment should be directed to the Mortenson Accounts Payable team via:</p> <ul style="list-style-type: none"> ○ Phone: (763) 287-5447 ○ Email: APQuestions@mortenson.com. 	

Supplier Setup Form

Please complete the form below in its entirety
Incomplete forms will be returned and could delay payment



COMPANY NAME (as shown on your income tax return)

BUSINESS NAME (as shown on your invoices, if different than above)

PHYSICAL ADDRESS (as shown on your W-9)

TAXPAYER ID OR SSN*

DUNS

SIC/NAICS

*In certain situations, we are required by the IRS to withhold 24% of payments made to you if you do not furnish us with the correct Name & TIN combination

ORGANIZATION TYPE (Check appropriate box for federal tax classification; check only **one** of the following seven boxes):

- ☐ Individual/sole proprietor or single-member LLC
- ☐ C Corporation
- ☐ S Corporation
- ☐ Partnership
- ☐ Trust/estate
- ☐ Limited Liability Company. Enter the tax classification (C = C Corp, S = S Corp, P = Partnership)
- Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
- ☐ Other (see IRS instructions)

Exemptions (codes apply only to certain entities, not individuals; see IRS instructions):
Exempt payee code (if any)

Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

CERTIFICATION:

Under penalties of perjury, I certify that:

- 1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- 2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- 3) I am a U.S. citizen or other U.S. person (as defined in the IRS W-9 Form General Instructions), and
- 4) The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certifications instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of Authorized Person

Printed Name

Date

ADDITIONAL INFORMATION

Who is your Mortenson contact?

Are we leasing property/facilities from you or are you providing a utility service (gas, electric, water, sewer, etc.)?

☐ Rent

☐ Utility

REMIT-TO ADDRESS (if different than physical address)

ACCOUNTS RECEIVABLE CONTACT (for invoice inquiry)

TITLE

PHONE

FAX

EMAIL

If required for service, who should we contact for purchase orders and how do you wish to receive them? (specify preferred notification method below)

CONTACT NAME

☐ Email

TITLE

☐ Fax

PAYMENT OPTIONS

(Must select one)

See [Virtual Credit Card](#) and [ACH](#) enrollment instructions on following pages

☐ Virtual Credit Card

Primary Remittance Email:

Secondary Remittance Email(s):

☐ ACH (Automated Clearing House)

Contact details for ACH enrollment:
(if different than AR contact above)

Name

Email

Phone Number

DO YOU OFFER EARLY PAY DISCOUNTS?

☐ Yes ☐ No

PLEASE LIST YOUR DISCOUNT TERMS

BUSINESS CLASSIFICATIONS:

Suppliers are responsible for determining their own status in accordance with applicable law, including the appropriate legal definitions of business category. For business certification definitions, please refer to regulations of the certifying agency or jurisdiction.

FEDERAL:

- ☐ Large Business ☐ Small Business ☐ Non-Profit ☐ Service-Disabled Veteran-Owned ☐ HUB Zone (SBA-Certified) ☐ COBID Certified
- ☐ Woman-Owned ☐ Disadvantaged ☐ Veteran-Owned ☐ Minority-Owned ☐ 8(a) Certified (SBA-Certified)
- ☐ Other (specify) _____
- Expiration Date: _____

NON-FEDERAL:

Specify: _____

Certifying Agency: _____

Specify: _____

Certifying Agency: _____

For Mortenson Team Member Use Only

Company Releasing Payment:

☐ New Supplier

☐ Existing Supplier

Supplier #:

Jul-21

VIRTUAL CREDIT CARD PAYMENT ENROLLMENT

Mortenson has partnered with **Bank of America** to facilitate our Virtual Credit Card program, which provides you with a secure and efficient way to receive payments from Mortenson.

HOW VIRTUAL CREDIT CARD PAYMENTS WORK

- Each time Mortenson is ready to make a payment to you via Virtual Credit Card, you will receive an email with a link to a unique, one-time-use credit card number.
- The email will also include the remittance information for the credit card payment, including the total payment amount and the specific invoices to be paid.
- You will then process the payment amount included in the email with the credit card device / software that you normally use to process a credit card payment.

HOW TO ENROLL IN THE VIRTUAL CREDIT CARD PROGRAM

- Step 1:** On the attached [Supplier Setup Form](#), please provide the email address to which you would like future credit card payment and remittance information to be sent. We recommend that you use a group email address to prevent potential delays in payment.
- Step 2:** We will enroll you in the Virtual Credit Card payments system and will provide you with activation and payment process instructions via email.
- Step 3:** You will receive two emails from Bank of America that will provide you with your security question and answer.

Once the steps above are completed, you are fully set up to receive Virtual Credit Card payments from Mortenson, as described further in the “How Virtual Credit Card Payments Work” section above.

CONTACT INFORMATION

If you have any questions regarding the Virtual Credit Card Program or the enrollment process outlined above, please contact APQuestions@mortenson.com.

ACH PAYMENT ENROLLMENT

Mortenson has partnered with **Paymode-X** to facilitate our ACH payment process. Paymode-X provides a cost-effective, fast, and secure mechanism for ACH payments. As part of enrollment, you provide your banking information directly to Paymode-X, where it is verified and stored securely, thus mitigating any risks related to payment misdirection or fraud.

HOW ACH PAYMENTS WORK

- ACH payments made via Paymode-X are initiated by Mortenson and deposited directly into your bank account.
- For each payment, you will receive via email a payment notification advising the total payment amount. Remit information can be accessed from your account through the Paymode-X portal.

HOW TO ENROLL IN ACH PAYMENTS

- If you already have an account with Paymode-X, please contact Paymode-X (per the contact information below) to add us to your existing account.
- **If you do not have a Paymode-X account**, please follow the instructions below to enroll.

Step 1: On the attached [Supplier Setup Form](#), please provide the name, email and phone number of an individual that Paymode-X should contact to initiate the ACH enrollment process.

Step 2: On behalf of Mortenson, Paymode-X will contact (via phone and/or email) the individual identified in Step 1 to walk through the ACH enrollment process.

Step 3: Paymode-X will ask you to provide the following enrollment information for your account:

- Tax Identification Number (TIN)
- Company name & address
- Email address
- Contact name & phone number
- Bank name, account number, and routing number

Step 4: Once your enrollment information has been submitted:

- You will be prompted to upload a bank document (voided check, bank statement, or bank letter) to assist in authentication of the account information you submitted.
- You will then receive an email containing your submitted enrollment information.
- Paymode-X will verify your banking information and reach out to you for additional verification, as needed.

Step 5: Once your account is set up and verified, Paymode-X will provide notification to you and Mortenson that you are ready to accept ACH payments from us, after which you will receive all payments from Mortenson via ACH.

CONTACT INFORMATION

If you have any questions regarding the ACH payment program or the enrollment process outlined above, please contact Paymode-X Member Services via:

- **Phone:** (877) 443-6944
- **Email:** memberservices@paymode-x.com