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**Notice to Vendors of Goods & Services
to *EnWin* and Windsor Utilities Commission**

Attention: Sales and Accounts Receivable

Dear Vendor:

Re: Purchase Order Requirements:

As you may be aware we have revised our Quotation and Purchasing Process for the *EnWin* Group of Companies and the Windsor Utilities Commission.

The change in process will affect vendors in the following ways: All invoices for goods and services must be submitted with a Purchase Order Number, clearly stated on the invoice. Vendors, which are issued Vendor Contracts, must also state the Contract Number on all invoices. If an invoice is received without a Purchase Order Number, or Contract Number it will be returned to the Vendor by our Finance Department. *EnWin* or W.U.C. Site supervisors or contacts must provide the Purchase Order Number to a Vendor when goods or services are ordered, or the Purchasing Department will provide the number prior to commencement of the work. A Vendor may contact the Purchasing Department directly, if they wish. It is the vendor's discretion whether or not to begin work without a Purchase Order Number.

Further, please be aware that invoices that are a higher dollar value than that of the Purchase Order will delay processing. It is essential that the lines of communication between vendor and the *EnWin/WUC* contact remain open, and any variances that occur must be dealt with in a timely manner as our payment procedure requires the match of Vendor Name, Purchase Order number, receipt detail and amount in order to complete the approval process and authorize payment.

Please ensure that your invoice is addressed to the correct Business Unit, *EnWin* Utilities Ltd., *EnWin* Powerlines Ltd., or Windsor Utilities Commission. An incorrect Business Unit on an invoice may also delay our payment process.

Questions or inquiries may be directed to the *EnWin* Utilities Ltd. Purchasing Department at 519-251-7300 X239 during regular business hours or by E-mail to purchasing@enwin.com.

Thank you for your co-operation in this matter.

EnWin Utilities Ltd.

Kenneth F. Patterson, B.Comm. C.P.P.
Director, Purchasing, Fleet & Site Services