



STANDARD NUMBER: MCP-5044-A

ORIGIN DATE: 13-AUG-2024

REVISION DATE: 13-AUG-2024

Utilities Provider Requirements

Welcome to Altec!

We have a suite of online tools as well as this package of information to set you up for success. To compliment the documents in this packet, you may access additional information at <http://suppliers.altec.com>. Should you have any questions, please direct them to your Altec contact. We look forward to a long and successful relationship.

FORMS TO BE COMPLETED AND RETURNED

In order to be set up as a **Utility Supplier** with Altec, the following documents are required before any purchase orders will be submitted.

- ☐ W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ☐ Authorization for Automatic Deposits (ACH) – only if ACH payment applies – MCP-5011
- ☐ Accounts Payable Supplier Information (payment terms) – MCP-5012
- ☐ Supplier Code of Conduct – MCP-5042



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Utilities Provider Requirements

Revision History

REVISION LEVEL – A

REVISION AUTHOR – Jared McKay

AUTHORIZED BY – Lauren Matter

REVISION DATE – 13-AUG-2024

DESCRIPTION OF CHANGE –

- Released document.
-



Authorization for Automatic Deposits

Available for US Suppliers Only

Altec would like to offer you the opportunity of having payments deposited directly into your company's account. Electronic deposit of your payment helps to eliminate mail fraud as well as cost reduction for both the supplier and Altec. This fundamental process is a companywide initiative that needs your cooperation. Please complete the attached form and return to Corporate AP for processing.

Please note the following details:

- ❖ If your company has multiple pay sites, it will be necessary to complete ***one form for each pay site***. Be sure to include only ***one email address per pay site*** for remittance information.
- ❖ You will immediately begin receiving an Email Remittance notification for each payment created by Corporate AP.
- ❖ ***After set up, you will receive a zero payment in your account. This is the Pre-Note confirmation indicating validation of your bank account and routing (ABA) number.***
- ❖ All invoices submitted to Altec after your ACH enrollment date will be paid by ACH. Invoices received prior to ACH set up and confirmation will pay by check.
- ❖ Please allow 2-3 weeks after returning the forms to Altec for set up in our system.

Information may be returned to Altec by methods listed below:

1. MAIL-

Altec Industries, Inc.
Accounts Payable
33 Inverness Center Parkway, Ste 350
Birmingham, Alabama 35242
Attn: Supplier Database

2. EMAIL- *must be in PDF format*

Email to: APSupplierCommunications@altec.com
Subject line: ACH Enrollment

We at Altec appreciate the opportunity of working with you and look forward to our continued relationship.

Thank You

ALTEC INDUSTRIES, INC.
CORPORATE ACCOUNTS PAYABLE



PROCEDURE NUMBER: MCP-5011-D

ORIGIN DATE: 31-JAN-2018

REVISION DATE: 16-OCT-2024

Authorization Agreement for Automatic Deposits
Available for US Suppliers Only
(ACH Credits)

The Companies below are subsidiaries and affiliated companies of Altec, Inc.:

ALTEC INDUSTRIES ALTEC NUECO GLOBAL RENTAL ALTEC WORLDWIDE
ALTEC NORTHEAST ALTEC OSCEOLA BODY PLANT ALTEC CAPITAL SERVICES

I authorize the Altec, Inc., its subsidiaries and affiliated companies to initiate entries to the account indicated below as follows:

- 1) They may initiate CREDIT entries, which moves money into our account according to the schedule and other conditions agreed upon with Altec, Inc., its subsidiaries and affiliated companies.
- 2) They may initiate DEBIT entries to reverse any transactions they have originated to the account in error.
Altec, Inc., its subsidiaries and affiliated companies will notify said supplier contact in the event an error occurred prior to retrieving such funds by debit transaction.

Company Name:		
Account Number:		
Name of Depository Financial Institution:		
Address of Depository Financial Institution:		
City:	State:	Zip:

Please enter your bank's routing and transit number here.

Please note that a voided check or bank letter must be attached to ensure timely processing.

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The routing number is nine digits in length.

This authority is to remain in effect until Altec, Inc., its subsidiaries and affiliated companies have received written notification of its termination and been given a reasonable opportunity to act upon it.

Print and Sign:
Title:
Date:
Email address for Remittance information to Account Receivable (limit one):

****DO NOT USE A DEPOSIT SLIP.** Many banks print internal transaction codes instead of their routing and transit numbers on their deposit slips. Submitting an invalid routing and/or transit number will prevent your transaction from being directed to the correct bank account and may result in delay of payment application.



PROCEDURE NUMBER: MCP-5011-D

ORIGIN DATE: 31-JAN-2018

REVISION DATE: 16-OCT-2024

Revisions

Revision Date: (31-JAN-2018) -- Revision Level: **A**

Authorized By: Loni Wood

Revision Date: (14-SEP-2018) – Revision Level: **B**

Authorized By: Loni Wood

Change Summary: Added “Available for US Suppliers Only” and “Please note that a voided check or bank letter must be attached to ensure timely processing. “

Revision Date: (24-SEP-2019) – Revision Level: **C**

Authorized By: Nicole Glidewell

Change Summary: Changed email address to APSupplierCommunications@altec.com

Revision Date: (16-OCT-2024) – Revision Level: **D**

Authorized By: Aretha Sapp

Change Summary: Changed “Signed:” to “Print and Sign:”.



Accounts Payable Supplier Information

Please attach a copy of your company's signed W-9 for Taxpayer Identification Number Certification, Pursuant to IRS Code IRD 6041. Altec is required to have this form on file prior to issuing any checks for payment of services/goods rendered. In addition to completing this, please complete our ACH Enrollment form if you are interested in receiving payment electronically.

Payment Information

Company Name (as shown on your invoice):		
Mailing Address:		
City:	State:	Zip:
Remittance Address:		
City:	State:	Zip:
Remittance Email Address:		
Telephone Number:	Fax Number:	
DUNS#		
Payment Terms:		
Payment Terms Authorized By:		
Printed Name	Signature	

Contact Information

Contact Name:
Title:
Email Address:
Telephone Number:

Please email completed form to: APSupplierCommunications@altec.com

S CORP 2012 IRS REQUIRES THAT TAX EXEMPTION DOCUMENTATION BE PROVIDED IF APPLICABLE. ATTACH FOR OUR FILES.



PROCEDURE NUMBER: MCP-5012-E

ORIGIN DATE: 31-JAN-2018

REVISION DATE: 16-OCT-2024

Revisions

Revision Date: (31-JAN-2018) -- Revision Level: **A**

Authorized By: Loni Wood

Revision Date: (07-MAY-2018) – Revision Level: **B**

Authorized By: Loni Wood

Change Summary: Added signature line. Removed Ownership, Owner, and Approval Authority

Revision Date: (10-MAY-2018) – Revision Level: **C**

Authorized by: Loni Wood

Change Summary: formatting change

Revision Date: (26-SEP-2019) – Revision Level: **D**

Authorized by: Nicole Glidewell

Change Summary: corrected email address

Revision Date: (16-OCT-2024) – Revision Level: **E**

Authorized by: Aretha Sapp

Change Summary: Reaffirmed content.



The Altec, Inc. Supplier Code of Conduct

1. SCOPE

1.1. The Altec, Inc. Supplier Code of Conduct (the “Code”) contains principles to promote ethical conduct in the workplace, safe working conditions, protection of confidential and proprietary information, treatment of workers with respect and dignity and responsible business practices. As used in this Code, “Supplier” refers to any entity providing products, people, or services to Altec, including its subcontractors.

1.2. Altec expects Suppliers to fully comply with all applicable laws and regulations. Where this Code sets higher standards than what the law provides, Altec expects its Suppliers to adhere to the higher standards. This Code supplements, but does not supersede, the contracts between Altec and the Supplier.

2. CONTENT

2.1. Anti-Bribery/Anti-Corruption: Suppliers will not engage in corruption or commercial bribery, extortion, embezzlement, fraud, deception, collusion, cartels, abuse of power, money laundering, or similar misconduct in any form. Suppliers shall not offer, authorize or receive bribes, kickbacks or any other improper payment (e.g. facilitation payment) for the purposes of obtaining or retaining business with Altec or for any other reason relating to Altec business.

2.2. Fair Business Practices: Suppliers must operate with integrity in the marketplace and compete based on the merits of the products or services they provide. Suppliers will be committed to competing with honesty, fairness and in compliance with all antitrust and fair competition laws in all countries where they conduct business.

2.3. Advertising, Sales, and Marketing: Altec expects Suppliers to uphold fair business standards in advertising, sales and marketing. A Supplier may reference Altec, its name, logo, or services in advertising, marketing, or promotional activities only with prior written approval from the General Counsel, Altec, Inc.

2.4. Gifts and Entertainment: Suppliers are expected to compete based on the merit of their products and services, not through gifts, entertainment, or other business courtesies. Suppliers must never place themselves or Altec under obligation at any time by accepting or offering gifts and gratuities of value. Before giving a gift to any Altec team member, please check with the team member to confirm that the Altec rules permit accepting the gift offered.

2.5. Conflicts of Interest: Altec team members may not have a direct or indirect personal or financial interest in a Supplier. Actual or potential conflicts of interest must be disclosed by the Supplier and the Altec team member to the Altec Chief Ethics & Compliance Officer.

2.6. Fraud: Suppliers must never knowingly seek to gain any advantage of any kind by acting fraudulently, deceiving people or making false claims, or allowing anyone else



The Altec, Inc. Supplier Code of Conduct

to do so. This includes defrauding or stealing from Altec, a customer or any third party, and any other form of misappropriation of property.

2.7. Sub-Contractors: Supplier must maintain adequate controls over their subcontractors to ensure the integrity of the overall product or service supplied. It is expected that Suppliers will deploy expectations and controls to their supply chain that is similar in rigor to this Code.

2.8. Trade Compliance: Supplier will comply with all applicable import, export and other trade laws and restrictions.

2.9. Information Disclosure: Suppliers must accurately record and disclose information regarding their business activities, financial situation, and performance in accordance with applicable laws and regulations.

2.10. Confidentiality: Suppliers must respect intellectual property rights and safeguard all confidential and proprietary information belonging to Altec.

2.11. Data Protection: Suppliers must comply with all applicable data protection laws, regulations, and directives.

2.12. Environmental Permits and Reporting: Altec expects Suppliers to demonstrate a commitment to responsible environmental stewardship. Suppliers must obtain, maintain, and keep current all required environmental permits, licenses, and registrations and follow all required reporting and operational requirements of such permits.

2.13. Product Quality and Safety: Supplier will deliver all products and services meeting the safety and quality standards required by Altec and applicable law.

2.14. Labor Standards: Supplier will ensure that its employees work in compliance with all applicable wage and hour laws and industry standards. Supplier must not use or in any other way benefit from forced labor. Supplier will not use child labor, any form of slave, forced or compulsory labor, including involuntary prison labor. Supplier will comply with all applicable anti-discrimination, anti-harassment and all other employment laws.

2.15. Health and Safety: Suppliers must be committed to the safety and health of their employees and conform to all applicable health and safety laws and regulations, as well as applicable industry codes. Suppliers should have a program or mechanism(s) to enforce and monitor compliance with health and safety requirements.

2.16. Alcohol and Drugs: Suppliers must not engage in any work for or on behalf of Altec, while under the influence of alcohol or other substances that may impair the ability to work safely. In addition, suppliers may not possess illegal drugs or controlled substances while on Altec premises or while conducting business with or for Altec.

2.17. Gambling: Gambling, including games of chance, is not allowed on Altec premises.



The Altec, Inc. Supplier Code of Conduct

2.18. Raising Concerns: Altec firmly believes that its Suppliers operate with the same high ethical standards as we do. There may be isolated situations where this is not the case. Since Altec is not always in a position to know when this is or has occurred, Suppliers should report any suspected unethical behavior to the Altec General Counsel at the email address noted below.

2.19. Audits, Assessments and Corrective Action: Altec reserves the right to verify through an audit or otherwise, the Supplier's compliance with this Code. Suppliers shall conduct periodic self-evaluations to verify Supplier's compliance with applicable laws and regulations and the principles set forth in this Code. Suppliers shall have a process for timely correction of any deficiencies identified by an internal or external audits, assessments, or inspections. Altec reserves the right to terminate an agreement with any Supplier who does not comply with this Code.

3. Ownership:

3.1. Commodities

3.2. Chris Harmon, Senior Vice President and General Counsel

E-mail: Chris.Harmon@altec.com

(Signature page on following page)



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The Altec, Inc. Supplier Code of Conduct

ACKNOWLEDGED AND ACCEPTED BY SUPPLIER:

ACKNOWLEDGED AND ACCEPTED BY ALTEC:

Supplier: _____

Altec Industries, Inc.

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____



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The Altec, Inc. Supplier Code of Conduct

Revision History

REVISION LEVEL – A

REVISION AUTHOR –Chris Harmon

AUTHORIZED BY –Jake Hedding

REVISION DATE – 17-JUL-2024

DESCRIPTION OF CHANGE – RELEASE.
