



Vendor Early Payment Discount Terms

The City of Ottawa's standard payment term is Net 30 days. The following conditions must be met for the City of Ottawa to accept vendor early payment discount terms:

1. Term of payment cannot be less than 15 days.
2. Vendor must submit the invoices for payment via email at AP-CF@Ottawa.ca
3. Vendor must be registered to receive payment from the City via Electronic Funds Transfer.

Vendor #	Vendor Name
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One Time Offer

I would like to offer a one time early payment discount term to the City of Ottawa of % if paid within days on all open invoices under this vendor account as of (date) totaling \$ (total cash value expected)

Specific Contracts

I would like to offer a one time early payment discount term to the City of Ottawa of % if paid within days for the following purchase orders:

All Invoices

I would like to offer a one time early payment discount term to the City of Ottawa of % if paid within days on all invoices under this vendor account.

Cancellation of Prompt Payment Discount

I would like to rescind a one time early payment discount term to the City of Ottawa of % if paid within days on all invoices under this vendor account and revert to the standard City of Ottawa payment terms of Net 30 days.

Authorization (must be signed by an individual authorized to bind the corporation)

Name	
Title	Phone
Signature	Date

Discounts will be claimed by the City of Ottawa if payment is issued within the offered terms.

- I acknowledge that I must be registered for Electronic Funds Transfer with the City to ensure that my payments are received in a timely manner.
- I acknowledge that I must submit my invoices through email to AP-CF@ottawa.ca to ensure that my invoices are processed promptly.
- I agree that it is my responsibility to notify the City of Ottawa of any future changes to my firm's prompt payment discount terms by completing and resubmitting this form.

Please scan and email the completed form with to our monitored email address: vendormaster@ottawa.ca

Personal information is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25. Personal information will be used by the City for the purposes of administering the payment of accounts owing by the City of Ottawa. Questions about this collection and use of your personal information may be directed to Accounts Payable at 613.580.2424 extension 21323 or by email to AccountsPayable@ottawa.ca mailbox.