

June 9th, 2021

## Vendor Check to ACH Transition

**Dear Valued Vendor,**

As part of ONE's ongoing efforts to digitalize and innovate while ensuring continuity of operations and improving our service quality; we are transitioning all outgoing payments to ACH (electronic transfers) and eliminating the mailing of paper checks. The need to transition away from manual payments will strengthen our ability to process payments anytime and from anywhere to ensure continued quality service.

Your company has been identified as a current check vendor. In order to transition your account to ACH, please provide the below listed documents, in addition to completing the ONE Vendor Form. Kindly forward the completed form as well as \* supporting documents listed below to [na.vendor.admin@one-line.com](mailto:na.vendor.admin@one-line.com).

### Required Documents:

- [ONE Vendor Form](#) - must be completed in its entirety with bank details
- Bank Confirmation Letter – See list below for details
- Copy of a voided check or bank details on company letterhead \*only required if bank details are not provided on ONE vendor form.

### Bank Letter to include:

- Bank Name:
- Address:
- Phone:
- Bank Contact's Name:
- Account#:
- ABA (Routing)#:
- Payment Currency (CAD or USD):
- Account Holder (Must Match Vendor's W9)
- **Physical or Digital Signature by bank representative required**

Thank you in advance for your cooperation as we work to exceed expectations through digitalization and innovation.

### Direct link to ONE Vendor Form:

[https://us.one-line.com/sites/g/files/lnzjqr1451/files/2021-06/ONE%20New%20Vendor%20Form%20v\\_5.2.pdf](https://us.one-line.com/sites/g/files/lnzjqr1451/files/2021-06/ONE%20New%20Vendor%20Form%20v_5.2.pdf)

Sincerely,

**Ocean Network Express (North America) Inc.**  
**Agency Accounts Payable Team**

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