



Dear Valued Supplier,

Aecon is launching new invoicing and supplier onboarding processes that will be effective as of May 27, 2026. Please continue to read the following important changes.

Effective May 27, 2026, all invoices for Aecon Legal Entities (except Joint Ventures) will need to be emailed to the following mailbox for processing: [apinvoices@aecon.com](mailto:apinvoices@aecon.com). Please ensure to update your accounts accordingly to avoid payment delays. Please note, Joint Venture (JV) vendors are not impacted by this change and will continue to follow the current invoicing process.

To ensure successful processing through our invoicing system, please follow the guidelines below when submitting invoices:

- One invoice per email.
- If supporting documents are required, they must be included in the same email as the invoice.
- Emails containing multiple invoices (with supporting documents) will not be processed.

Aecon is also launching **Ariba Supplier Lifecycle and Performance (SLP)** to support supplier onboarding and account maintenance. All new supplier setups and account changes will be processed through Ariba SLP.

For updates such as banking information or remit-to address changes, please contact your Aecon buyer to receive an Ariba registration invitation. You will receive an email from Ariba containing a link to register and complete the *Supplier Registration Questionnaire*.

Please note that existing internal controls remain unchanged, including verification phone calls conducted by the Aecon team.

Training guides will be available on Aecon's website as of May 27, 2026, or upon request.

As of July 1, 2026, all old Aecon AP emails will be shutdown and no longer active and monitored. To ensure your invoices are processed in a timely manner, please email [apinvoices@aecon.com](mailto:apinvoices@aecon.com).

Thank you for your cooperation and continued support as we implement this new process.