

PURCHASE ORDER REQUIREMENTS

Basics

Purchase orders should be acknowledged by Supplier within 48 hours of receipt.

- Nu-Way will not pay for separate packaging or handling charges unless agreed to on our purchase order.
- ⑩ Detailed Purchase Order terms and conditions can be found at www.nuwayindustries.com/TermCond
- **Transportation / Logistic Requirements DO NOT** declare value on any of our shipments. Declared value charges will be charged back to the Supplier.
- Any single shipments **under 70 lbs and under 165"** in total length should be sent via **UPS Ground** collect using account # 604-926.
- ⑩ Any single or consolidated shipments **over 70 lbs or over 165"** in total length or shipments sent by pallet must be adequately packed and sent via **Unishippers**. Please contact them by email at freight.launch@unishippers.com or by phone at (847)843-0888 extension 1.
- **Third Party / Drop Shipments All** Third Party / Drop Shipments must be **approved** by Nu-Way's Purchasing Department **prior to shipment**.
- Additional charges for shipments sent via third party without prior authorization will be charged back to the Supplier. **NOTE:** When an approved third party shipment occurs it is essential that a packing slip with all required information (especially our PO number) is on the packing slip.

Packing Slips

All shipments MUST include a Packing Slip which should at a minimum contain:

- Supplier Information* (*Name, address and phone number*)
- Quantity Shipped*
- Nu-Way Part Number* (*indicated on Nu-Way PO*)
- Nu-Way Purchase Order Number* (**NOTE:** only 1 purchase order is permitted per packing slip)
- Unique Packing Slip Number
- Date Shipped
- PO Line number (*indicated on Nu-Way PO*)

*** Indicates required item that if missing will cause delay in receiving and may cause refusal or return of shipment.**

Invoices

Should be sent electronically to apdept@nu-way.net or mailed to the above address and at a minimum contain:

- Supplier Information* (*Name, address and phone number*)
- Remit to Information (*only if different from Supplier Information*)
- Unique Invoice Number*
- Invoice Date*
- Packing Slip Number used on the shipment
- Purchase Order Number* (**NOTE:** only 1 purchase order is permitted per invoice)
- PO Line number (*indicated on Nu-Way PO*)
- Nu-Way Part Number* (*indicated on Nu-Way PO*)
- Date Shipped
- Quantity Shipped*
- Unit Price*

*** Indicates required item that if missing will cause payment delay and may cause non-payment of invoice until corrected.**